

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to the passing of my [relation, e.g., grandmother]. The loss has come as a shock to my family, and I need time to grieve and attend the necessary arrangements.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed prior to my leave, and I will be available via email for any urgent matters.

Thank you for your understanding during this difficult time. I appreciate your support.

Sincerely,

[Your Name]