

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a recent bereavement in my family. I have lost my [relationship to the deceased, e.g., grandmother], and I am in need of time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are taken care of before my departure and will provide any necessary handover details.

Thank you for your understanding during this difficult time. I appreciate your support and look forward to your positive response.

Sincerely,
[Your Name]