

[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 time off due to a recent death in my family. My [relation, e.g., grandmother, uncle] passed away on [date of death], and I will need to make arrangements and attend the memorial service.

I would like to request time off starting from [start date] to [end date]. I will ensure that all my responsibilities are managed and that my projects are up to date before my absence.

Thank you for your understanding during this difficult time. Please let me know if you need any further information.

Sincerely,

[Your Name]