

Request for Additional Leave of Absence

Date: [Insert Date]

To: [Supervisor/Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor/Manager's Name],

I am writing to formally request an additional leave of absence due to the recent passing of a close family member. I am currently on leave but find that I require more time to attend to personal matters and to grieve with my family.

I would like to request an extension of my leave for [number of additional days needed] days, returning to work on [proposed return date]. I will ensure that all my responsibilities are covered during my absence and will keep in touch regarding any urgent matters.

Thank you for your understanding during this difficult time. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]