

# Bereavement Leave Application

[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 bereavement leave due to the passing of my [relation, e.g., grandmother, uncle, etc.], [Name], who passed away on [date]. I would like to request leave starting from [start date] and anticipate returning on [return date].

I appreciate your understanding during this difficult time and will ensure all my responsibilities are handled before my leave.

Thank you for your consideration.

Sincerely,

[Your Name]