

# Bereavement Leave Application

Date: [Insert Date]

To,

[Supervisor's Name]

[Agency Name]

[Agency Address]

Dear [Supervisor's Name],

I am writing to formally request a bereavement leave due to the passing of my [relation, e.g., grandmother, uncle etc.], [Name of the deceased], who passed away on [date of death]. As a result, I would like to take time off to grieve and make necessary arrangements.

I would greatly appreciate your approval for my leave from [start date] to [end date]. I will ensure that all my responsibilities are managed in my absence and will coordinate with my colleagues to cover my duties.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]