

Leave of Absence Request for Bereavement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to the recent passing of my [relation, e.g., grandmother, aunt, etc.]. This has been a difficult time for my family and me.

I would like to request leave from [start date] to [end date] and plan to return to work on [return date]. I will ensure that my responsibilities are managed during my absence and will be available to assist with any necessary transitions.

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]