

Bereavement Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to the death of my [relation, e.g., grandmother, uncle], [Name of Deceased]. I would like to request leave starting from [start date] to [end date]. I hope to return to work on [return date].

This is an incredibly difficult time for me, and I appreciate your support and understanding. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]