

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request bereavement leave due to the recent passing of my [relation, e.g., grandmother]. This is a very difficult time for me and my family, and I need some time away from work to grieve and make necessary arrangements.

I would like to request leave starting from [start date] to [end date], and I plan to return to work on [return date]. I will ensure that all my responsibilities are managed adequately before my departure and will be available to assist my colleagues as needed.

Thank you for your understanding and support during this challenging time. I appreciate your consideration of my request and look forward to your response.

Sincerely,

[Your Name]