

[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 bereavement leave due to the passing of my [relation, e.g., grandmother, mother]. I was informed of the unfortunate news on [date] and am deeply affected by this loss.

I would like to request leave starting from [start date] to [end date]. I plan to return to work on [return date]. During my absence, I will ensure that all my responsibilities are managed, and I am happy to assist in the transition of my tasks prior to my leave.

Thank you for your understanding during this difficult time. Please let me know if you need any further information.

Sincerely,

[Your Name]