

[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 am writing to formally request bereavement leave due to the passing of my [relation, e.g., grandmother, uncle]. The funeral is scheduled for [date], and I will need time to support my family and attend the services.

I kindly request leave from [start date] to [end date]. I will ensure that all my responsibilities are managed before my leave and will remain reachable via [email/phone] should any urgent matters arise.

Thank you for understanding during this difficult time. I appreciate your support and consideration of my request.

Sincerely,

[Your Name]