

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request bereavement leave due to the passing of my [relationship to deceased, e.g., grandmother, uncle]. This is a difficult time for my family and me, and I would appreciate the opportunity to take some time off to grieve and attend the necessary funeral arrangements.

I would like to request leave from [start date] to [end date]. I will ensure that my responsibilities are covered in my absence and will provide any necessary information to my team to keep things running smoothly.

Thank you for considering my request. I look forward to your understanding and support during this challenging time.

Sincerely,

[Your Name]