

Bereavement Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Bereavement Leave

Dear [Manager's Name],

I am writing to formally request bereavement leave due to the passing of my grandparent. The funeral is scheduled for [Insert Date], and I would like to take leave starting from [Start Date] to [End Date] to attend the services and support my family during this difficult time.

I appreciate your understanding and support. Please let me know if you need any further information or if there are forms I should complete.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]