

[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 recent loss of my [relation, e.g., grandmother, father]. This loss has greatly affected me, and I need some time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] to [end date], if possible. I am committed to ensuring that my responsibilities are up to date before I leave and will be available via email for any urgent matters.

Thank you for your understanding during this difficult time. I look forward to your compassion and support regarding my request.

Sincerely,

[Your Name]