

[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 unexpected passing of my [relation, e.g., grandmother], who passed away on [date of death]. This has come as a shock to my family and me, and I need time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] and anticipate returning to work on [return date]. I will ensure that my responsibilities are managed during my absence and will communicate with the team to ensure a smooth transition.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]