

[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 passing of my [relation, e.g., mother, father, etc.]. The loss has been incredibly difficult for my family and me, and I need to take time off to grieve and handle the necessary arrangements.

I would like to request leave starting from [start date] to [end date], returning to work on [return date]. I will ensure that all my responsibilities are up to date before I leave and will provide any necessary assistance to ensure a smooth transition during my absence.

Thank you for your understanding during this challenging time. I appreciate your support and look forward to your response.

Sincerely,

[Your Name]