

# Bereavement Leave Application

[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 [relationship, e.g., grandmother]. She passed away on [date of death], and I would like to attend the funeral and support my family during this difficult time.

I would like to request leave from [start date] to [end date] and will ensure that all my duties are managed in my absence. I am willing to assist in transitioning my responsibilities before I leave.

Thank you for understanding my situation. I appreciate your support and consideration.

Sincerely,

[Your Name]