

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to the recent passing of a beloved family member. I am deeply affected by this loss and need time to grieve and support my family during this difficult period. I would like to request leave starting from [start date] to [end date], returning to work on [return date]. I assure you that I will make every effort to ensure a smooth transition of my responsibilities before my leave begins.

Thank you for your understanding and support during this challenging time. Please let me know if you need any further information.

Sincerely,

[Your Name]  
[Your Job Title]