

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]

Dear [Recipient Name],

I am writing to formally request bereavement leave due to the passing of [relationship to deceased, e.g., my grandmother, a close friend]. I would like to request leave from [start date] to [end date] to allow me to attend the [funeral, memorial service, family matters] and to support my family during this difficult time.

I appreciate your understanding and support during this period. Please let me know if you need any further information or documentation.

Thank you for your consideration.

Sincerely,  
[Your Name]