

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of the passing of my partner, [Partner's Name], who left us on [Date of Passing]. This loss has been incredibly difficult for me and those who knew [him/her/them].

[Optional: Briefly share a fond memory or characteristic of your partner.]

During this challenging time, I kindly request [specific assistance or consideration, e.g., time off, support in duties, etc.]. Your understanding and compassion would mean a great deal as I navigate through this period of grief.

Thank you for your support and understanding.

Sincerely,

[Your Name]