

[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 a leave of absence from my night shift duties due to a recent bereavement in my family. [Mention the relationship, e.g., my grandmother, father, etc.], passed away on [Date of Passing].

I would appreciate your understanding during this difficult time. I plan to take leave from [Start Date] to [End Date], returning to work on [Return Date]. I will ensure that all my responsibilities are taken care of before my leave and will be available to assist with any urgent matters via email if necessary.

Thank you for your compassion and support.

Sincerely,

[Your Name]  
[Your Job Title]