

[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 due to the recent passing of [relation, e.g., my grandmother]. I am deeply saddened by this loss and need time to grieve and make the necessary arrangements.

I would like to request leave starting from [start date] to [end date]. I will ensure that my responsibilities are managed during my absence and am happy to assist in transitioning my work to a colleague if necessary.

Thank you for your understanding during this difficult time. I appreciate your support and will keep you updated.

Sincerely,

[Your Name]
[Your Job Title]