

[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 hope this message finds you well. I am writing to formally request time off due to a recent bereavement in my family. [Briefly explain the relationship, e.g., "My grandmother passed away, and I need to attend her funeral services."]

I kindly request [number of days] off from [start date] to [end date] to manage the arrangements and support my family during this difficult time. I will ensure that all my responsibilities are up to date before my leave and will be available for any urgent matters as needed.

Thank you for your understanding and support. I appreciate your consideration of my request.

Sincerely,
[Your Name]
[Your Job Title]