

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request bereavement leave due to the passing of [Relationship, e.g., my grandmother]. I would like to request leave starting from [start date] to [end date].

During this time, I will ensure that all my responsibilities are managed appropriately and will coordinate with my team to hand over any urgent tasks.

Thank you for your understanding during this difficult time. Please let me know if you need any further information.

Sincerely,

[Your Name]  
[Your Job Title]