

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inform you of my recent bereavement and to formally request time off from work. Unfortunately, I have experienced the loss of [relationship to deceased, e.g., my grandmother], who passed away on [date of passing].

I would like to request leave starting from [start date] and expect to return on [return date]. I will ensure that my responsibilities are managed in my absence and will provide any necessary information to my team.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)