

[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],

Subject: Leave Application Due to Bereavement

I am writing to formally request leave from [start date] to [end date] due to the recent passing of [relation, e.g., my grandmother]. This has been a difficult time for my family and me, and I would like to be with them to provide support during this challenging period.

I understand the importance of my responsibilities at work and will ensure that my duties are handed over to [colleague's name, if applicable] before my leave. I will also be reachable via [email/phone] for any urgent matters during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]