

[Your Name]  
[Your Job Title]  
[Date]

To: [Manager's Name]  
[Company Name]

Subject: Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the passing of my spouse on [Date].

I would like to request [Number] days of leave, starting from [Start Date] and returning to work on [Return Date]. During this time, I will be attending to funeral arrangements and family matters.

I have informed [Colleague's Name] of my current pending tasks, and they have agreed to cover urgent matters in my absence. I will ensure all urgent files are handed over before my leave begins.

Thank you for your understanding and support during this difficult time. Please let me know if there are any specific forms or documentation required by the HR department.

Sincerely,

[Your Signature]  
[Your Printed Name]