

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

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

I would like to request [Number] days of leave, starting from [Start Date] and returning to work on [Return Date]. This time will allow me to attend the funeral services and manage family arrangements during this difficult time.

I will ensure that my current tasks are handed over to [Colleague's Name] or completed as much as possible before my absence. I will also be available via email for any urgent matters that may arise, though I would appreciate your understanding regarding delayed responses.

Thank you for your support and sympathy during this period.

Sincerely,

[Your Signature]
[Your Printed Name]