

[Your Name]  
[Your Employee ID]  
[Date]

[Manager's Name or HR Department]  
[Company Name]

Subject: Retroactive Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request retroactive bereavement leave for my absence from [Start Date] to [End Date].

Unfortunately, I experienced a sudden loss in my family with the passing of my [Relationship to Deceased, e.g., Father], [Name of Deceased]. Due to the unexpected nature of this event and the immediate need to attend to family matters and funeral arrangements, I was unable to submit a formal request prior to my absence.

I am requesting that the [Number] days I was away be recorded as bereavement leave in accordance with company policy. I have attached the [Death Certificate / Obituary / Funeral Program] as documentation for your records.

I am now back at work and am currently catching up on all pending tasks. Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]  
[Your Printed Name]