

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

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

Subject: Request for Extension of Bereavement Leave

Dear [Manager's Name],

I am writing to formally request an extension to my current bereavement leave, which was originally scheduled to end on [Original End Date].

Due to [reason such as: travel delays / legal arrangements / personal grieving process], I find that I require additional time away from work. I would like to request an additional [Number] days of leave, extending my return date to [New Return Date].

I understand the impact of my absence on the team and have [mention any status updates, e.g., checked my email / updated my out-of-office / ensured my tasks are covered by Name].

Please let me know if this extension is acceptable or if you require any further documentation. Thank you for your continued support and understanding during this difficult time.

Sincerely,

[Your Signature]
[Your Phone Number]