

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

[Manager's Name]
[Company Name]

Subject: Request for Unpaid Bereavement Leave - [Your Name]

Dear [Manager's Name],

I am writing to formally request a period of unpaid bereavement leave following the passing of my [Relationship to Deceased], [Name of Deceased].

I would like to request [Number] days of leave, starting from [Start Date] and returning to work on [Return Date].

I understand that this leave will be unpaid. I will ensure that my current tasks are handed over to [Colleague's Name] or completed before my departure to minimize disruption to the team.

Thank you for your understanding and support during this difficult time. Please let me know if you require any formal documentation or further information regarding this request.

Sincerely,

[Your Signature]
[Your Printed Name]