

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

To: [Manager's Name]  
[Department]

Subject: International Travel Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the passing of my [Relationship to Deceased], [Name of Deceased], who resided in [Country].

Due to the travel time required for international transit and the funeral arrangements scheduled for [Date], I am requesting leave from [Start Date] to [End Date]. I expect to return to work on [Return Date].

I understand that this exceeds the standard domestic bereavement leave policy. I am requesting to use [Number] days of bereavement leave and [Number] days of [Paid Time Off/Unpaid Leave] to cover the duration of my travel.

Before my departure, I will ensure that all my current tasks are up to date and will provide [Colleague's Name] with the necessary information to handle urgent matters in my absence. I can be reached via email at [Your Email Address] for emergencies only.

I have attached [Death Certificate / Obituary / Funeral Program] as documentation for this request.

Thank you for your support and understanding during this difficult time.

Sincerely,

[Your Signature]  
[Your Printed Name]