[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

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

Subject: Request for Extended Bereavement Leave

Dear [Manager's Name],

I am writing to formally request an extended personal leave of absence due to the passing of my [Relationship to Deceased, e.g., mother], [Name of Deceased].

While the standard bereavement policy provides [Number] days, I find that I require additional time to handle funeral arrangements, settle legal estates, and support my family during this difficult period. I am requesting an extension starting from [Start Date] with an expected return date of [Return Date].

During my absence, I will ensure that [Name of Colleague] is briefed on my current projects to minimize any disruption. I will also make sure all urgent tasks are completed before my departure.

I understand that this additional time may be [Unpaid / Taken from my PTO balance], and I am happy to discuss the specifics of this arrangement with HR.

Thank you for your understanding and support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]