[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]

Re: Request for Extended Unpaid Bereavement Leave

Dear [Manager's Name],

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

I have already utilized my allotted [Number] days of paid bereavement leave. However, due to [Reason, e.g., the need to travel abroad / complex estate matters / the need to support my family], I require additional time away from work. I am requesting an additional [Number] of days/weeks of unpaid leave.

I would like my extended leave to begin on [Start Date] and I expect to return to my duties on [Return Date].

Before my departure, I will ensure that my current tasks are updated and that [Colleague's Name] is briefed on any urgent matters. I am also available via email for critical questions during this time, if necessary.

I understand that this additional time is unpaid and subject to approval. I appreciate your compassion and support during this difficult time for my family and me.

Sincerely,

[Your Signature]

[Your Printed Name]