

[Your Name]
[Your Employee ID]
[Your Phone Number]
[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Request for Extension of Bereavement Leave

Dear [Manager's Name],

I am writing to formally request an extension of my current bereavement leave, which was originally scheduled to end on [Original Return Date]. Due to [brief reason, e.g., unexpected family obligations / travel delays / funeral arrangements], I require additional time away from work.

I am requesting an additional [Number] days of leave. I now plan to return to my duties on [New Return Date].

During my absence, I will remain reachable via email at [Email Address] for any urgent matters. I have also ensured that [Colleague's Name] is updated on the status of my current projects.

I understand the impact of my absence on the team and appreciate your compassion and flexibility during this difficult time. Please let me know if there are any forms or additional documentation required to process this extension.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]