

# Bereavement Leave Request

Subject: Bereavement Leave Request

Dear [Manager's Name],

It is with deep sadness that I inform you of the passing of my [relationship - grandmother/uncle/spouse]. I am writing to formally request bereavement leave to attend the funeral services and support my family during this time of mourning.

I request leave from [start date] through [end date], which will allow me to travel to [location if relevant], attend the services, and manage necessary arrangements. The funeral is scheduled for [date] in [city/state].

I have prepared handover notes for my current responsibilities and have coordinated with [colleague names] to ensure continuity. All urgent tasks have been completed or delegated appropriately.

Please let me know if you require any documentation, such as a death certificate or funeral notice. I will provide these upon my return to work.

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

Respectfully,

[Your Name]

[Department]

[Contact Information]

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