Subject: Request for Bereavement Leave

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to inform you of a personal matter that requires my immediate attention.

It is with deep sadness that I share the news of the passing of my [relationship], [Name of the deceased]. [He/She/They] passed away [mention date or timeframe, if appropriate].

During this difficult time, I need to take bereavement leave to attend to funeral arrangements, provide support to my family, and take time to grieve and process this loss.

As per our company policy, I understand that bereavement leave may be granted for [number of days or duration]. I kindly request your approval for this leave, effective [start date].

I have attached [any necessary documentation, such as a death certificate or obituary] for your reference.

I assure you that I will do my best to ensure that my ongoing tasks are handled appropriately during my absence. I am also available to discuss any urgent matters or necessary arrangements before my leave begins.

Thank you for your understanding and support during this challenging time. Please let me know if you require any further information or if there are any specific procedures I need to follow.

Sincerely,

[Your Name]

[Your Position]