

# Sample Formal Bereavement Leave Application Letter

[Your Name]  
[Your Designation]  
[Department]  
[Company Name]  
[Date]

To,  
[Recipient Name]  
[Recipient Designation]  
[Company Name]

**Subject:** Application for Bereavement Leave

Dear [Recipient Name],

I am writing to formally inform you of the unfortunate passing of my [relation, e.g. father, grandmother, etc.] on [date]. Due to this bereavement, I kindly request leave from work starting from [start date] to [end date] in order to attend to the necessary family and funeral arrangements.

I assure you that I will do my best to complete any urgent pending tasks before my departure and will remain accessible by phone or email in case of emergencies. Please let me know if any further documentation is required for processing my leave request.

I would greatly appreciate your understanding and support during this difficult time. Thank you for considering my application.

Sincerely,  
[Your Name]