

Funeral Leave Letter - Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]

Subject: Funeral Leave Request

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to inform you about a personal matter that requires my immediate attention and presence. Unfortunately, I have experienced a loss, and I need to take some time off to attend the funeral services.

Details of my leave request are as follows:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Number of Days Requested:** [Number of Days]

I understand the importance of my responsibilities at work, and I assure you that I will make every effort to complete any pending tasks and ensure a smooth transition during my absence. I have discussed my workload with [Colleague's Name], who has kindly agreed to cover for me during this period.

I appreciate your understanding and support during this difficult time. I will do my best to check my email periodically for any urgent matters, but I may not be fully reachable.

Please let me know if you require any further documentation or if there are specific procedures I should follow in my absence.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Position]