**To Date:**  
The Manager,  
Company name,  
City name.

Sub: Bereavement leave request.

I regret to inform you that my grandfather has passed away today, so I am going to fulfil his funeral and other death rituals.

So kindly grant me three days of leave from **[date]** to **[date]**. In case of any emergency work, you can reach me on my mobile.

Thanking you.

Regards,  
Your name.