

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request leave from work for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [briefly explain reason, e.g., personal reasons, medical issue, family matters, etc.].

I have ensured that all my responsibilities are up to date, and I will be happy to assist in delegating my tasks during my absence. I am committed to ensuring a smooth transition and will make certain that my work is in order before I leave.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]