

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

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, family obligations, vacation, etc.].

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in transitioning my tasks to a colleague during my absence. Please let me know if there is any additional information you require or if we can discuss this further.

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

Sincerely,
[Your Name]