

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence for [duration of leave] due to [brief explanation of the reason, e.g., personal reasons, medical issues, family matter].

I plan to be away from [start date] to [end date] and will ensure that all my responsibilities and duties are covered during my absence. I am committed to making any necessary arrangements to facilitate a smooth transition of my tasks.

I appreciate your understanding regarding my situation, and I am hopeful for your approval of my request. Please let me know if you need any further information or if you would like to discuss this matter further. Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position/Title] (if applicable)  
[Company/School Name] (if applicable)