

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from work for [specific duration] due to [brief reason for leave, e.g., personal reasons, medical condition, family obligation, etc.]. I would like to request leave starting from [start date] to [end date], returning on [return date].

I will ensure that all my responsibilities are covered during my absence, and I am happy to assist in transitioning my duties to a colleague if needed. I will also be available for any urgent matters during my leave via email or phone.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]