

[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 a leave of absence from work due to [reason for leave, e.g., medical reasons, family emergency, personal matters].

I would like to request a leave starting from [start date] to [end date]. During this period, I will ensure that my responsibilities are delegated appropriately and that my workload is managed to minimize disruption.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or documentation to process my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]