

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave]. I have ensured that my responsibilities are managed during my absence and have briefed [colleague's name] to handle any urgent matters.

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

Thank you for considering my request.

Sincerely,
[Your Name]