

[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 hope this message finds you well. I am writing to formally request an extended leave of absence from my position, beginning on [start date] and concluding on [end date].

The reason for my request is [brief explanation of the reason, e.g., medical issues, family commitments, personal matters]. I believe that this leave will allow me to [explain how the leave will help you].

I am committed to ensuring a smooth transition in my absence. I am prepared to assist in training a temporary replacement or to help in reallocating my responsibilities before my leave begins.

I appreciate your consideration of my request and look forward to your understanding. Please let me know if we can discuss this matter further or if you require any documentation to support my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]