

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

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

Dear [Recipient Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason, e.g., personal matters, medical reasons, family obligations].

I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in the transition of my duties to ensure continuity in my absence. I genuinely appreciate your understanding and support during this time.

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

Sincerely,
[Your Name]