

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

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my position at [Company/Organization Name] for [duration of leave] due to [reason for leave, e.g., personal reasons, medical issues, family matter].

I plan to begin my leave on [start date] and return on [return date]. I will ensure that all my responsibilities are managed prior to my departure and will be available for a transition plan discussion.

I appreciate your understanding and support regarding this matter. If further information is required, please do not hesitate to reach out.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]