

[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 short leave of absence from [start date] to [end date] due to [brief reason, e.g., personal matters, medical reasons, etc.]. I will ensure that all my responsibilities are managed before my departure and will be available via email for urgent matters. Thank you for your understanding. I look forward to your approval.

Sincerely,

[Your Name]
[Your Position]