

[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 an unpaid leave of absence from my position at [Company's Name] starting from [start date] to [end date]. The reason for this request is [briefly explain reason, e.g., personal matters, medical reasons, family obligations, etc.].

I understand the importance of my role and will ensure that my responsibilities are managed in my absence. I am committed to coordinating with my team to ensure a smooth transition and will provide any necessary assistance before my leave begins.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]