

[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],

Subject: Leave Application

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave]. I have ensured that all my current responsibilities are up to date, and I will make arrangements for my duties to be covered during my absence.

I will be available for any urgent matters via email or phone. Please let me know if you need any further information or if there are forms I should complete before my leave.

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

Sincerely,

[Your Name]
[Your Job Title]