

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Business Leave

I am writing to formally request a leave of absence for [number of days] from [start date] to [end date] due to [reason for leave, e.g., conference, training, personal commitments].

During my absence, I will ensure that all my responsibilities are managed by [name of colleague] and I will complete all my pending tasks before my leave. I am committed to maintaining continuity in my duties and will make myself available for any urgent matters via email.

I appreciate your consideration of my request, and I look forward to your favorable response.

Thank you.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]