

[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 of Absence Request

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issues, family obligation].

I will ensure that all my responsibilities are managed and will coordinate with my team to handle any urgent tasks during my absence. I will also be available via email/phone if there are any urgent matters that require my attention.

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

Sincerely,

[Your Name]
[Your Position]