

[Your Name]
[Your Position]
[Your Department]
[Company/Organization Name]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Dear [Recipient's Name],

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 commitments].

I have ensured that my responsibilities are managed during my absence.

[Optional: Briefly explain how your work will be handled in your absence, e.g., delegating tasks to a colleague or completing projects in advance.]

Please let me know if you need any further information or if there are forms that I need to complete. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Contact Information]