

[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 a leave of absence for personal reasons from [start date] to [end date]. I understand the importance of my responsibilities and will ensure that all my duties are managed prior to my leave.

During my time away, I will be reachable at [your contact information] for any urgent matters. I appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]