

[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 from work for [duration of leave] due to [reason for leave, e.g., personal reasons, medical issues, family matters]. I would like to begin my leave on [start date] and plan to return on [return date].

I have ensured that my current projects are on track and have discussed my workload with [Colleague's Name] to provide support in my absence. I will also be available for any urgent matters via [email/phone] if needed.

Thank you for your understanding. I look forward to your approval of my leave request.

Sincerely,

[Your Name]
[Your Job Title]