

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

Dear [Recipient Name],

I am writing to formally request a professional leave of absence from [start date] to [end date]. The reason for this leave is [briefly explain the reason, e.g., personal, medical, educational, etc.].

I have ensured that my responsibilities will be managed in my absence. [Briefly describe how you will manage your workload or delegate responsibilities, if applicable.]

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

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]