

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a short-term leave of absence under the Family and Medical Leave Act (FMLA) due to [brief reason, e.g., a medical condition, family member's illness]. I anticipate needing leave starting on [start date] and expect to return on [return date].

I will ensure that my responsibilities are managed during my absence and will provide any necessary documentation, as required. Please let me know if you need further information or documentation to process this request. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]