

[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 under the Family and Medical Leave Act (FMLA) starting from [Start Date] to [End Date]. This leave is necessary due to [briefly explain the reason, e.g., a serious health condition, to care for a family member, etc.].

I have attached the necessary documentation to support my request, including [mention any relevant documents, such as medical certificates or guidelines]. Please let me know if you require any additional information to process my leave application.

Thank you for your understanding and support during this time. I look forward to your prompt response.

Sincerely,
[Your Name]