

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a leave of absence from work due to [reason for leave, e.g., personal reasons, medical reasons, family matter, etc.].

I would like to request leave starting from [start date] to [end date], and I will ensure that all my responsibilities are managed prior to my departure. During my absence, I am happy to assist in the transition of my duties to ensure a seamless workflow.

I appreciate your understanding and support regarding this matter. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]