

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date]. The reason for my leave is [briefly explain the reason for your absence, e.g., medical reasons, family matters, personal reasons].

I have ensured that my current responsibilities are managed and have arranged for [colleague's name] to cover my duties during my absence. I will also make myself available for any urgent matters via email or phone.

I appreciate your understanding and support in this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,
[Your Name]