

[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 from [start date] to [end date] due to [reason for leave, e.g., medical reasons, family emergency, personal matters].

I have taken steps to ensure that my responsibilities are covered during my absence. [Briefly explain any arrangements made, such as delegating tasks to a coworker or completing work in advance.]

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

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]