

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

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

Dear [Recipient's Name],

Subject: Application for Leave of Absence

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] due to [brief explanation of the reason, e.g., personal matters, medical reasons, family obligations].

I understand the importance of my responsibilities and assure you that I will ensure a smooth transition of my duties before my leave. I am willing to assist in training a temporary replacement if needed and will be available via email or phone for urgent matters.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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