

[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],  
Subject: Leave Application

I am writing to formally request a leave of absence from work due to [reason for leave, e.g., personal reasons, medical issues, family emergency, etc.]. I would like to request leave starting from [start date] to [end date].

I assure you that I will make every effort to complete my responsibilities before my departure and will ensure a smooth handover of my duties. I am committed to keeping in touch during my absence to address any urgent matters that may arise.

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

Sincerely,  
[Your Name]  
[Your Job Title]