

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

Dear [Recipient's Name],

I am writing to formally request leave for a business trip scheduled from [start date] to [end date]. The purpose of the trip is to [briefly explain the purpose, e.g., attend a conference, meet with clients, etc.]. During my absence, I will ensure that all my duties are managed appropriately. I will [describe how you will manage your workload or who will cover for you].

Please let me know if you require any further information or if there are forms I need to complete. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]