

[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 for personal reasons from [start date] to [end date]. I have made arrangements to ensure that my responsibilities are managed during my absence.

Please let me know if you need any further information or if there is a process I need to follow.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]