

[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 work for [number of days] days, beginning on [start date] and ending on [end date]. The reason for my leave is [brief explanation of the reason, e.g., personal reasons, medical emergency, family matter, etc.].

I have ensured that my current projects are on track and have arranged for [colleague's name] to cover my responsibilities during my absence. I will ensure a smooth transition before I leave and will be available via email for any urgent matters.

Thank you for considering my request. I appreciate your understanding.

Sincerely,

[Your Name]
[Your Job Title]