

[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 [number of days] days, from [start date] to [end date], due to [brief reason for leave, e.g., personal reasons, medical issue, family commitment].

I will ensure that all my responsibilities are managed prior to my leave and will be available to assist in the transition of my duties. I will also keep in touch via email and can be reached at [your phone number] for any urgent matters.

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

Sincerely,

[Your Name]
[Your Job Title]