

[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 short leave of absence from [start date] to [end date] due to [brief reason, e.g., personal matters, medical reasons]. I will ensure that all my responsibilities are managed prior to my leave and will provide any necessary handover to my colleagues.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]