

[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 an unpaid leave of absence from work for [duration of leave] starting from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal matters, family obligations, etc.].

I understand the impact this may have on our team's workload and I assure you that I will do my best to ensure a smooth transition. I am committed to completing my current projects and will provide any necessary instructions for my responsibilities during my absence.

Thank you for considering my request. I would be happy to discuss this in more detail at your convenience.

Sincerely,
[Your Name]
[Your Job Title]