

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Leave

I am writing to formally request leave from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical reasons, family commitments].

I have ensured that my responsibilities will be managed in my absence by [mention how your work will be handled, e.g., delegating tasks, completing projects]. I will make sure to wrap up any urgent matters before my leave begins.

I kindly ask for your understanding and support regarding this request. Please let me know if you require any additional information or documentation.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]