

[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],

Subject: Leave Application

I am writing to formally request a leave of absence from work for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason, e.g., medical issues, personal matters, etc.].

I assure you that I will complete any pending work and hand over my responsibilities to [Colleague's Name] during my absence to ensure a smooth workflow.

Please let me know if you need any more information or if there are forms I need to complete before my leave.

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

Sincerely,

[Your Name]
[Your Job Title]