

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

[Recipient's Name]  
[Recipient's Position]  
[Company/School Name]  
[Company/School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence for [number of days] days, from [start date] to [end date]. The reason for my leave is [briefly state the reason, e.g., medical reasons, family obligations, personal matters, etc.].

I assure you that I will ensure all my responsibilities are managed prior to my absence. I will also be available via [email/phone] should any urgent matters arise.

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

Sincerely,

[Your Name]

[Your Position (if applicable)]