

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

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

Dear [Recipient Name],

I am writing to formally request a personal leave of absence from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal matters, family issues, health reasons].

I assure you that I will ensure a smooth transition of my responsibilities and will make arrangements for coverage during my absence. I am committed to completing my current work and will assist in any way to facilitate this process.

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

Sincerely,
[Your Name]
[Your Job Title]