

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

[Recipient Name]
[Recipient Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a short leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issue, family commitment].

I will ensure that all my responsibilities are managed and delegated appropriately during my absence, and I am committed to completing any urgent tasks prior to my leave.

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

Sincerely,
[Your Name]
[Your Position]