

[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: Application for Unpaid Leave

I am writing to formally request unpaid leave from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, family obligations, etc.].

I have ensured that my current responsibilities are managed and will make arrangements to delegate my tasks during my absence. I will also be reachable via [method of contact] for any urgent matters.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]