

Subject: Application for Leave of Absence

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, medical reasons, etc.].

I have ensured that all my current responsibilities are managed, and I am committed to maintaining open communication during my absence. I will ensure that any urgent matters are addressed and will make myself available if needed.

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

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization]