

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a Leave of Absence (LTC) from [start date] to [end date] due to [brief explanation of the reason for the leave, e.g., personal reasons, medical issues, family obligations].

During my absence, I will ensure that all my responsibilities are adequately managed. I have spoken to [Colleague's Name] who has kindly agreed to cover my duties while I am away.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or if there are any forms that I need to complete.

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

Sincerely,  
[Your Name]