

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

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

Subject: Request for Leave of Absence

Dear [Recipient 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 explanation of reason, e.g., medical reasons, family obligations, etc.]. I have ensured that my current responsibilities will be managed during my absence. [Include details on how your work will be handled, such as delegating tasks or training a colleague.]

Please let me know if you need any further information or documentation.

I appreciate your understanding and support regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]