

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Leave of Absence for Personal Circumstances

I hope this message finds you well. I am writing to formally request a leave of absence from work due to personal circumstances that require my immediate attention.

I kindly ask for [number of days/weeks] off starting from [start date] to [end date]. I assure you that during my absence, I will ensure a smooth transition by [mention any arrangements you will make, e.g., handing over responsibilities, completing pending tasks].

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Job Title]