

[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]

Dear [Recipient Name],

I am writing to formally request a Leave of Absence (LWC) from [start date] to [end date] due to [brief reason for leave].

I will ensure that all my responsibilities are managed prior to my absence and will provide any necessary documentation to support my request.

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

Sincerely,

[Your Name]
[Your Job Title]