

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

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

Dear [Recipient's Name],

Subject: Request for LWC (Leave Without Pay)

I hope this message finds you well. I am writing to formally request a Leave Without Pay (LWC) for [duration of leave] due to [brief reason for the leave].

I would appreciate your understanding regarding my situation, and I assure you that I will fulfill all necessary obligations prior to my leave. During my absence, I will ensure a smooth transition by [mention how you will manage your responsibilities].

Please let me know if you require any further information or documentation to support my request. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]