

[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 apply for a Leave of Absence (LWA) from my position as [Your Job Title] at [Company/Organization Name] for the period of [start date] to [end date].

[Explain the reason for your leave briefly, ensuring to highlight any essential details while maintaining professionalism.]

I have made arrangements to ensure a smooth transition of my responsibilities during my absence, including [mention any handover plans or interim coverage if applicable]. I am committed to a seamless process and will be available for any urgent matters via [provide method of contact].

Thank you for considering my application. I hope for your understanding and support regarding this request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]