

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

Dear [Recipient Name],

I am writing to formally apply for the LWA (Leave of Absence) program as outlined in [specific company policy or guideline reference]. I am seeking this leave for [duration of leave], commencing from [start date] to [end date].

The reason for my request is [briefly explain reason, such as personal health, family matters, etc.]. I have ensured that my responsibilities will be managed during my absence, and I have [mention any preparations made, such as informing colleagues, creating a handover document, etc.]. I appreciate your consideration of my request, and I am happy to discuss this matter further at your convenience. Thank you for your understanding and support.

Sincerely,
[Your Name]