

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

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

Dear [Recipient's Name],

I am writing to formally request a personal leave of absence from [start date] to [end date] due to [brief explanation of the reason, e.g., personal matters, health issues, family obligations, etc.].

I understand the importance of my role and will ensure that all my responsibilities are managed before my departure. I will also be available to assist in the transition and provide any necessary support during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]