

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request leave from my night shift duties on [specific date(s)] due to [brief reason, e.g., a personal matter, a medical appointment, etc.].

I understand the impact that my absence may have on the team, and I assure you that I will complete any pending tasks before my leave. Additionally, I am happy to assist in coordinating coverage during my absence to ensure a smooth workflow.

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

Sincerely,

[Your Name]
[Your Position]