

[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 a leave of absence from my night shift on [specific date(s)] due to [brief explanation of reason, e.g., personal circumstances, a family matter, health issues, etc.].

I understand the importance of staffing and will ensure that my responsibilities are covered during my absence. I am willing to cooperate with my team to facilitate a smooth transition and am happy to provide any necessary assistance in arranging coverage.

Thank you for considering my request. I greatly appreciate your understanding and support. Please let me know if you require any additional information.

Sincerely,

[Your Name]  
[Your Job Title]