

[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 dates] due to [brief reason for leave, e.g., a medical issue, personal reasons, etc.].

I understand the importance of my role and assure you that I will complete all pending tasks before my leave and coordinate with my team to ensure a smooth workflow in my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]