

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

Dear [Manager's Name],

I am writing to formally request leave from my night shift duties due to personal reasons. I would like to request leave starting from [start date] to [end date].

I appreciate your understanding and support regarding this matter, and I assure you that I will ensure a smooth transition before my leave. Please let me know if there's any information or assistance you require from my side during this time.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]