

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request leave from my night shift due to personal issues that require my immediate attention. I kindly ask for [number of days/weeks] starting from [start date] to [end date].

I understand the importance of my role and assure you that I will complete any outstanding tasks before my leave. I am also willing to assist in finding coverage during my absence.

Thank you for considering my request. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]  
[Your Job Title]