

[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 duties on [specific date(s)] due to [brief reason for leave, e.g., personal obligations, medical reasons, etc.].

I understand the importance of maintaining coverage during my shift and will ensure that all my responsibilities are managed prior to my leave. I am happy to assist in finding coverage or shifting my workload to accommodate my absence.

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

Sincerely,
[Your Name]
[Your Job Title]