

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

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief explanation of the reason, e.g., personal reasons, medical issues, family matters].

I will ensure that all my responsibilities are managed in my absence and will provide any necessary documentation to support my leave request. I am committed to ensuring a smooth transition and will be available for any urgent matters via [your preferred contact method].

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

Sincerely,  
[Your Name]  
[Your Job Title]