

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

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

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from work for [duration of leave] starting from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., medical, personal, family matters, etc.].

I have ensured that my responsibilities are managed during my absence by [mention any arrangements you have made, e.g., delegating tasks, completing projects in advance, etc.]. I will be available for any urgent matters via [email/phone] during my leave.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]
[Department]