

[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 am writing to formally request a leave of absence from work from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issue, family obligation].

I have ensured that all my responsibilities are up to date and have delegated my tasks to [Colleague's Name] during my absence. I will also be available via email or phone should you need to reach me for any urgent matters.

I appreciate your understanding and support regarding my request. Please let me know if you need any further information or documentation.

Thank you for considering my application.

Sincerely,

[Your Name]  
[Your Job Title]