

[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],

Subject: Leave of Absence Application

I am writing to formally request a leave of absence from my position as [Your Job Title] at [Company's Name] for [number of days/weeks] starting from [start date] to [end date]. The reason for this request is [briefly explain reason, e.g., personal health issues, family matters, etc.].

I have ensured that my current projects and responsibilities are in order and can be managed in my absence. I will be coordinating with [Colleague's Name] to cover my duties and ensure a smooth workflow during this period.

I appreciate your consideration of my request and am happy to discuss this matter further if needed.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]