

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extended leave of absence from my position as [Your Job Title] at [Company/Organization Name] due to [brief reason for leave, e.g., personal health issues, family obligations, etc.].

I would like to request leave starting on [start date] and anticipate returning on [return date]. I have taken steps to ensure that my responsibilities are managed during my absence, including [mention any arrangements made, such as delegating tasks or training colleagues].

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

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

Sincerely,

[Your Name]  
[Your Job Title]