

[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 due to [reason for leave, e.g., personal reasons, medical issues, family commitments]. I would like to request leave starting from [start date] to [end date], returning to work on [return date].

I assure you that I will complete all pending tasks before my departure and will make arrangements to ensure that my responsibilities are managed in my absence. [Optional: You may mention how you will be reachable or how work will be handled during your leave].

Thank you for your understanding. I look forward to your approval of my leave request.

Sincerely,
[Your Name]
[Your Job Title]