

[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 Request

I am writing to formally request leave from [start date] to [end date] due to [brief explanation of reason, e.g., personal reasons, medical issue, family commitment].

I have ensured that all my responsibilities are managed in my absence.

[Optional: Mention any arrangements made, such as delegating tasks.]

I hope for your understanding and support regarding my request. Please let me know if you require any more information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]