

[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 Application

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

I will ensure that all my responsibilities are managed prior to my leave and will hand over any urgent tasks to [Colleague's Name] to ensure continuity. I will also be available via email for any urgent matters. Thank you for considering my application. I hope for your understanding and support.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Department]