

[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 leave from [start date] to [end date] due to [reason for leave, e.g., personal matters, medical reasons, etc.].

I have ensured that my current responsibilities are managed and will ensure a smooth transition during my absence. [Optional: mention any arrangements made or colleagues who will cover your duties].

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

Sincerely,

[Your Name]
[Your Job Title]