

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request leave from [start date] to [end date] due to [reason for leave]. I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] to oversee any urgent matters.

Please let me know if you require any further information or documentation. I appreciate your understanding and support regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position]