

[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 hope this message finds you well. I am writing to formally request a leave of absence from work for [number of days] days, starting from [start date] to [end date], due to [brief reason for the leave, e.g., personal matters, health issues, etc.].

I have ensured that my current responsibilities are being managed, and I will complete any outstanding work before my leave. I will also be available via email should any urgent matters arise during my absence. Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]