

[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 a leave of absence from work due to
[reason for absence, e.g., illness, personal reasons, family emergency]
starting from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that
all my tasks are up to date before my leave. I am also happy to assist in
transitioning my duties to a team member during my absence.

Thank you for your understanding. Please let me know if you need any
further information or if we need to discuss this matter further.

Sincerely,

[Your Name]
[Your Job Title]