

[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 for [duration] starting from [start date] to [end date] due to [brief reason, e.g., personal reasons, medical reasons, family commitments].

I have ensured that my current tasks are up to date and will be happy to assist in transitioning my responsibilities during my absence. I will also be available via email for urgent matters.

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

Sincerely,

[Your Name]  
[Your Job Title]