

[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 for [number of days] from [start date] to [end date]. The reason for my leave is [brief reason, e.g., personal matters, medical issue].

I will ensure all my responsibilities are managed before my departure, and I am happy to assist in the transition of my duties.

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

Sincerely,

[Your Name]
[Your Job Title]