

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, medical reasons, family obligations].

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in the transition to cover my duties during my absence. I can be reached at [your phone number or email] should you need to contact me during my time off.

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

Sincerely,

[Your Name]
[Your Job Title]