

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/School Name]
[Company/School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission for leave from [start date] to [end date] due to [brief reason for leave].

I assure you that I will ensure a smooth transition and will complete any pending work before my leave. If necessary, I am happy to assist in finding someone to cover my responsibilities during my absence.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]