

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

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

Dear [Recipient's Name],

I am writing to formally inform you that I need to [mention the purpose, e.g., take a leave of absence, resign, etc.] due to personal reasons.

[Optional: Briefly explain the personal reasons if comfortable, or simply state that it is for personal reasons without going into detail.]

I appreciate your understanding of my situation. I will ensure that all my responsibilities are taken care of before my departure.

Thank you for your support.

Sincerely,
[Your Name]