

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally inform you of [briefly state the purpose, e.g., my decision to resign from my position, request for leave, etc.] due to personal reasons.

[Optional: Provide a brief explanation of your situation, if comfortable, while maintaining professionalism.]

I appreciate the opportunities I have had at [Company/Organization Name], and I am grateful for the support and understanding during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]