

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address my current situation regarding [briefly state the context, e.g., my employment, a specific commitment, etc.]. Due to personal reasons, I find it necessary to [state your request, e.g., request a leave of absence, resign, etc.].

[Optional: Briefly explain the situation while maintaining privacy, e.g., personal challenges, family issues, health concerns].

I appreciate your understanding and support during this time, and I am committed to ensuring a smooth transition. [Offer assistance if applicable, e.g., training colleagues, delegating tasks].

Thank you for considering my request. I look forward to your understanding and am open to discussing this matter further.

Sincerely,

[Your Name]