

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

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from work for [number of days] days, starting from [start date] to [end date]. The reason for this request is [brief explanation of the reason for leave]. I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in the transition to ensure minimal disruption to the team. I will be reachable at [phone number/email] should you need to contact me during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]