

[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 personal leave from work for [duration of leave, e.g., two weeks] starting from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal matters that require my attention, family obligations, etc.].

I assure you that I will complete my current projects and ensure a smooth handover of my responsibilities before my leave. I am committed to maintaining communication during my absence and can be reached at [your phone number or email] if needed.

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

Sincerely,

[Your Name]
[Your Job Title]