

[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 hope this message finds you well. I am writing to formally request personal leave from [start date] to [end date]. Due to [brief explanation of reason, e.g., personal matters, family obligations, etc.], I will need to take some time off to attend to these important issues.

I will ensure that all my responsibilities are managed before my departure, and I am happy to assist in transitioning my workload to ensure a smooth process during my absence. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]
[Your Job Title]