

[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/weeks] starting from [start date] to [end date].

The reason for this request is [briefly explain reason, e.g., personal matters, family health issues, etc.], which requires my immediate attention.

I will ensure that all my current responsibilities are managed and will coordinate with [Colleague's Name] to cover my duties during my absence. I will be available via email/phone for any urgent matters.

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

Sincerely,

[Your Name]  
[Your Job Title]