

[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 [start date] to [end date]. The reason for my leave is [brief explanation of reason, if comfortable sharing].

I will ensure that all my responsibilities are managed before my departure and I am happy to assist in any transition efforts. I will be reachable at [your contact information] during my absence, should any urgent issues arise.

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

Sincerely,

[Your Name]  
[Your Job Title]