

[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 [start date] to [end date]. The reason for my request is [briefly explain reason, if comfortable].

I am committed to ensuring that my responsibilities are managed during my absence. I will [briefly mention any plans for delegating tasks or completing work before leave].

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

Sincerely,

[Your Name]
[Your Job Title]