

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 starting on [start date] and continuing until [end date]. I have [brief reason for leave, e.g., personal matters that require my attention].

I will ensure that all my responsibilities are managed prior to my leave and will coordinate with the team to cover my duties during my absence. I am committed to making this transition as smooth as possible.

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

Sincerely,

[Your Name]
[Your Position]