

[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 the reason, if comfortable, e.g., personal matters, family emergency, etc.]. I will ensure that all my responsibilities are managed before my leave and I am happy to assist in the transition of my duties to ensure continuity during my absence. I am also accessible via email or phone should any urgent matters arise.

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

Sincerely,
[Your Name]
[Your Job Title]