

[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 hope this message finds you well. I am writing to formally request an extended personal leave of absence from my position at [Company's Name] due to [briefly state reason, e.g., personal health issues, family matters, etc.].

I would like to request leave starting from [start date] and anticipate returning on [return date]. During my absence, I am committed to ensuring a smooth transition and will be happy to assist in transferring my responsibilities to a colleague, if necessary.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,
[Your Name]
[Your Job Title]