

[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]. I need this time to address some personal matters that require my immediate attention.

I will ensure that my responsibilities are covered during my absence and will be available to assist with any transitions prior to my leave.

Thank you for your understanding.

Sincerely,  
[Your Name]