

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a Personal Leave of Absence (Px Application) from [start date] to [end date]. Due to [brief explanation of reason, e.g., personal circumstances, medical reasons, family obligations], I will need time away from my [position/job responsibilities].

I will ensure that all my current tasks are up to date before my leave begins, and I am happy to assist in creating a plan for my coverage during my absence.

I appreciate your understanding, and I look forward to your approval of my request. Please let me know if you need any further information. Thank you for considering my application.

Sincerely,  
[Your Name]  
[Your Job Title]