

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request administrative leave from [start date] to [end date]. The reason for this request is [brief explanation of reason, e.g., personal matters, medical reasons, etc.].

I understand the importance of my duties and will ensure that all my responsibilities are managed prior to my leave. [Optionally, mention any handover plans or coverage during your absence].

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

Sincerely,

[Your Name]
[Your Job Title]