

[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 administrative leave from [start date] to [end date] due to [brief reason, e.g., personal matters, medical issues].

I will ensure that my responsibilities are covered during my absence and will make arrangements for my current projects to be managed by [Colleague's Name].

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

Sincerely,
[Your Name]