

\*\*[Your Name]\*\*  
\*\*[Your Position]\*\*  
\*\*[Your Department]\*\*  
\*\*[Company/Organization Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient Name]\*\*  
\*\*[Recipient Position]\*\*  
\*\*[Company/Organization Name]\*\*  
Dear [Recipient Name],  
I am writing to formally request administrative leave for [duration of  
leave, e.g., "two weeks"] starting from [start date] to [end date].  
The reason for my request is [briefly explain the reason for leave, e.g.,  
"personal matters that require my attention"].  
I assure you that I will do my utmost to ensure a smooth transition of my  
responsibilities before my leave begins. I am willing to assist in any  
way necessary to prepare for my absence.  
Please let me know if you need any further information or documentation  
regarding my request.  
Thank you for considering my request.  
Sincerely,  
[Your Name]  
[Your Job Title]