

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

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

Dear [Recipient's Name],

I am writing to formally request administrative leave from [start date] to [end date] due to [brief explanation of reason, e.g., personal circumstances, medical reasons].

I understand the importance of my duties and responsibilities, and I assure you that I will take all necessary steps to ensure a smooth transition during my absence. I am willing to assist in any way possible to prepare for my time away.

Please let me know if you require any further information or documentation to process my request.

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

Sincerely,  
[Your Name]  
[Your Job Title]