

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

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

Dear [Recipient Name],

Subject: Request for Administrative Leave

I am writing to formally request administrative leave from my position as [Your Job Title] for the period of [start date] to [end date]. The reason for this request is [briefly explain the reason, e.g., personal matters, health issues, etc.].

I will ensure that all my responsibilities are managed during my absence. [Mention any arrangements you have made for coverage or how you will handle your duties].

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation to process my request.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]