

[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],

Subject: Request for Administrative Leave

I hope this message finds you well. I am writing to formally request administrative leave from [start date] to [end date] due to [brief explanation of reason, e.g., personal matters, family obligations, medical issues, etc.].

During my absence, I will ensure that all my responsibilities are managed to minimize disruption. I have discussed my workload with [Colleague's Name] who has kindly agreed to assist with any urgent matters.

Please let me know if you require any further information or documentation to support my request. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]