

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

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

Dear [Manager's Name],

Subject: Application for Administrative Leave

I am writing to formally request administrative leave for [duration of leave] starting from [start date] to [end date]. The reason for my request is [briefly explain the reason, if comfortable, e.g., personal circumstances, family matters, medical reasons].

During my absence, I will ensure a smooth transition of my responsibilities by [mention any arrangements made, such as delegating tasks or briefings]. I will be reachable via [email/phone] should any urgent matters arise.

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

Sincerely,

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