

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request administrative leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, health issues, family responsibilities]. I believe that taking this time off will allow me to [mention any relevant detail, e.g., focus on recovery, attend to important family matters].

I have ensured that all my current responsibilities are up to date, and I am committed to making the transition as smooth as possible during my absence. [Optional: Briefly outline any plans for delegating tasks or managing workload in your absence.]

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if there's a formal process I should follow to finalize this request.

Thank you for considering my application. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]