

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

Dear [Manager's Name],

I am writing to formally request a short-term leave of absence due to [brief reason, e.g., personal matters, medical reasons, family obligations]. I would like to request leave from [start date] to [end date].

I will ensure that all my responsibilities are managed before my leave and will make arrangements for my duties to be covered during my absence. I am committed to ensuring a smooth transition and will be available via email should any urgent matters arise.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]