

[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 time off due to personal issues that require my immediate attention. I would like to request leave starting from [start date] to [end date].

I understand the importance of my responsibilities at [Company's Name] and will ensure that all my tasks are up to date before my leave. I am also happy to assist in a smooth transition during my absence.

Thank you for your understanding. I look forward to your response.

Sincerely,
[Your Name]