

[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 leave of absence from work for an extended period due to [briefly explain reason, e.g., personal health issues, family responsibilities, etc.]. I anticipate that I will need time off beginning [start date] and plan to return on [end date].

I understand the importance of my role and assure you that I will do my best to ensure a smooth transition during my absence. I am willing to assist in training a temporary replacement or handing off my responsibilities to colleagues prior to my leave.

Please let me know if you need any documentation or further information to process my request. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]