

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request compassionate leave from work due to [brief explanation of the situation, e.g., a family illness, a personal crisis, etc.].

I have been greatly impacted by this situation, and I believe taking a leave of absence would allow me to properly manage my personal responsibilities during this difficult time. I would like to request leave starting from [start date] and anticipate returning on [return date], though I will keep you updated should my situation change.

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

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

Sincerely,

[Your Name]
[Your Job Title]