

[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 time off from work for travel. I would like to request leave from [start date] to [end date].

The purpose of my travel is [brief reason for travel, e.g., vacation, family visit, etc.], and I believe this time away will allow me to recharge and return to work with renewed focus and energy.

I will ensure that all my current responsibilities are managed and transitioned smoothly prior to my leave. I am happy to assist in preparing for my absence so that the team is well-supported during this time.

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

Sincerely,
[Your Name]