

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

Dear [Supervisor's Name],

I am writing to formally request a personal leave of absence from work for [number of days/weeks] starting from [start date] to [end date]. The reason for my leave is [briefly explain reason, if comfortable sharing]. I will ensure that all my responsibilities are managed before my leave and will be available for any urgent matters via [phone/email]. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]
[Your Job Title]