

[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 hope this message finds you well. I am writing to formally request time off from work for family reasons. I would like to take leave starting from [start date] to [end date].

This time is necessary for me to attend to important family matters that require my presence. I understand the impact of my absence on the team and will do my best to ensure a smooth transition by [mention how you will manage your responsibilities or delegate tasks].

Please let me know if you need any further information or if we could discuss this matter in person.

Thank you for your understanding.

Sincerely,  
[Your Name]