

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from work due to [reason for leave, e.g., medical reasons, family obligations, personal matters]. I would like to request leave starting from [start date] to [end date], totaling [number of days] days.

I will ensure that all my responsibilities are taken care of before my leave, and I am happy to assist in transitioning my workload to a colleague during my absence. Please let me know if you need further information or if there are forms I need to complete.

Thank you for considering my request. I hope to receive your approval soon.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]