

[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'm writing to formally request a personal leave of absence from [start date] to [end date]. I have some personal matters that require my attention during this time.

I will ensure that all my current projects are up to date before my leave, and I'm happy to assist in any way I can to make sure the transition is smooth.

Thank you for your understanding, and please let me know if you need any further information.

Best,

[Your Name]