

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

[Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Leave Request

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, medical reasons, family commitment].

I assure you that I will complete all my pending tasks and ensure a smooth handover of my responsibilities before my leave. I will be available via [your contact method] for any urgent matters during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]