

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

Dear [Recipient Name],

I am writing to formally request a leave of absence for two weeks, from [start date] to [end date], due to [brief reason, e.g., personal matters, family obligations, health issues, etc.].

I will ensure that all my responsibilities are managed prior to my departure and will coordinate with my team to ensure a smooth workflow during my absence. I am committed to making this transition as seamless as possible.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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