

[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 am writing to formally request a leave of absence for two weeks, starting from [start date] to [end date], due to family reasons that require my immediate attention.

I understand the importance of my responsibilities and will ensure that all my tasks are up to date before my leave. I will also be available to assist with any urgent matters via email during this period, should the need arise.

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

Sincerely,

[Your Name]
[Your Job Title]