

[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, from [start date] to [end date], due to personal reasons that require my immediate attention.

I have ensured that my current projects are on track and will be handing over my responsibilities to [Colleague's Name] during my absence. I am confident that this will ensure a smooth workflow while I am away.

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

Sincerely,

[Your Name]
[Your Job Title]