

[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 leave for [number of days] starting from [start date] to [end date]. Due to [brief reason for leave], I will need to be away from work during this period.

I apologize for the short notice and appreciate your understanding in this matter. I will ensure that my responsibilities are managed and will provide any necessary handover to a colleague before my leave.

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

Sincerely,
[Your Name]