

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence for two months, starting from [start date] to [end date]. The reason for my request is [briefly explain the reason, e.g., personal, medical, family commitment, etc.].

I have ensured that my responsibilities will be managed during my absence and have prepared [mention any plans for delegating tasks or completing work before your leave]. I am committed to ensuring a smooth transition and will provide any necessary assistance in the handover process.

I hope for your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]
[Your Job Title]