

[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 two-month leave of absence from
[starting date] to [ending date] due to [brief reason for leave, e.g.,
personal matters, family obligations, health issues, etc.].

I have ensured that my current responsibilities are on track and will be
[mention any plans for coverage or handover of duties]. I am committed to
making this transition as smooth as possible and will be available via
[mention how you can be contacted] during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]