

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's 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 matters, health issues, family obligations, etc.].

I assure you that I will ensure a smooth transition before my leave, including [mention any arrangements, like training a replacement or completing urgent tasks]. I am committed to maintaining open communication during my absence and will do my best to handle any urgent matters that may arise.

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

Sincerely,  
[Your Name]  
[Your Job Title]