

[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, from [start date] to [end date], due to family obligations that require my immediate attention.

I have ensured that my current projects are on schedule and will work to complete any outstanding tasks before my departure. I am also happy to help transition my responsibilities to a colleague during my absence to maintain continuity.

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

Sincerely,

[Your Name]  
[Your Job Title]