

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for two months, commencing from [Start Date] and concluding on [End Date].

The reason for my request is [brief explanation of the reason for leave, e.g., personal matters, medical reasons, family obligations, etc.]. I assure you that I will do everything necessary to ensure a smooth transition during my absence, including [mention any preparations you will take, such as training a colleague or handing over responsibilities].

I greatly appreciate your understanding and support regarding this matter. Please let me know if further information is required, or if we can arrange a meeting to discuss my leave in detail.

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

Sincerely,

[Your Name]  
[Your Job Title]