

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a two-month leave of absence from [Start Date] to [End Date] due to [brief reason for leave, e.g., personal reasons, medical issues, family matters].

I have ensured that my current projects are on track, and I am committed to coordinating with my team to facilitate a smooth transition during my absence. I will be available via email for any urgent matters.

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

Sincerely,

[Your Name]  
[Your Position]