

[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 hope this message finds you well. I am writing to formally request a leave of absence for two months, beginning on [start date] and ending on [end date].

The reason for my request is [briefly explain the reason, e.g., personal matters, medical reasons, family obligations, etc.]. I have ensured that my responsibilities will be managed during my absence and have discussed my workload with [colleague's name] who has agreed to assist in my duties.

I am committed to providing a smooth transition and will ensure that all my tasks are up to date before my leave starts. I am also available to discuss how we can best manage my responsibilities during this period. Thank you very much for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]