

[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 am writing to formally request a leave of absence for two months, starting from [Start Date] to [End Date], due to personal reasons that require my immediate attention.

I understand the implications of my extended absence and am committed to ensuring that my responsibilities are managed effectively during this period. I will ensure a smooth handover of my duties to [Colleague's Name] and will provide any necessary training prior to my leave.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]