

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for [number of days] starting from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issue, family emergency]. I apologize for any inconvenience this may cause and will ensure that all my responsibilities are managed in my absence.

I am happy to assist in transitioning my duties or provide any necessary information before my leave. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]