

[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],
Subject: Leave Application

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issue, family commitment].

I have ensured that my current tasks are on schedule and will be delegating my responsibilities to [colleague's name] during my absence to ensure a smooth workflow.

Please let me know if you require any further information or documentation regarding my leave request. I hope to receive your approval at your earliest convenience.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]