

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

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

Dear [Recipient Name],

I am writing to formally request [specific request, e.g., "a leave of absence," "consideration for a position," etc.] due to [brief explanation of the reason, e.g., "personal circumstances," "professional development," etc.]. I believe that [explain the impact of your request on your work or the organization].

I am committed to [explain your dedication to your role or responsibilities] and will ensure a smooth transition during this period. I am happy to discuss this further and answer any questions you may have. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position, if applicable]