

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Institution/Department Name]  
[Institution/Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for the leave, e.g., personal reasons, health issues, family obligations, etc.].

I have taken the necessary steps to ensure that my responsibilities are managed during my absence and have arranged for [mention any arrangements, e.g., a colleague who will cover your duties, any projects you will complete before leaving, etc.].

I appreciate your understanding and support regarding this matter. I look forward to resuming my duties upon my return.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Position]