

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

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave]. I have ensured that my responsibilities are manageable during my absence by [mention any arrangements you have made, if applicable].

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if you would like to discuss this request in more detail.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]