

[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 [brief reason for leave, e.g., personal matters, medical reasons, family commitments].

I will ensure that all my responsibilities are managed prior to my leave and am happy to assist in transitioning my duties to a colleague during my absence. I will be reachable at [your phone number/email] should any urgent matters arise.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,  
[Your Name]  
[Your Job Title]