

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a personal leave of absence due to urgent family matters that require my immediate attention.

The situation involves [briefly explain the family matter, e.g., a medical emergency, family obligations], and I believe it is crucial for me to be present during this time. I anticipate that I will need [specify the duration, e.g., two weeks] starting from [start date] to [end date]. I understand the importance of my responsibilities and will ensure that all my current projects are either completed or transitioned appropriately before my leave. I am more than willing to assist in any necessary arrangements to ensure a smooth process during my absence. Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]