

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the LWC (Leave Without Compensation) as per [mention relevant policy or guideline, if applicable]. Due to [briefly state reason for request], I believe that taking a leave would be beneficial for both my personal circumstances and my professional responsibilities.

I would like to request leave starting from [start date] to [end date]. During my absence, I am committed to ensuring a smooth transition of my duties. I will [describe how you plan to manage your responsibilities, e.g., delegate tasks, train a colleague, etc.].

I appreciate your consideration of my application. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Job Title]