

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

Dear [Recipient's Name],

I am writing to formally request leave from [Start Date] to [End Date] due to [brief reason for leave, e.g., personal reasons, medical needs, family obligations].

I will ensure that all my responsibilities are managed before my leave and will communicate with my team to provide any necessary coverage during my absence. I am happy to assist with the transition of my duties to ensure continuity of work.

Please let me know if you need any further information or if there are forms I should complete. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]