

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief explanation of the reason, e.g., personal reasons, medical condition, family obligations].

I have ensured that all my responsibilities are up to date, and I am committed to making arrangements to cover my duties during my absence.

[You may include any specific arrangements you have made, such as delegating tasks or informing colleagues.]

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]