

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

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to [reason for leave, e.g., personal reasons, illness, family emergency, etc.]. I would like to request leave starting from [start date] to [end date].

I will ensure that all my responsibilities are managed prior to my leave.

[Optional: Mention how you plan to delegate tasks or inform clients.]

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

Sincerely,

[Your Name]

[Your Job Title]