

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

[Recipient's Name]
[Department Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name or HR Department],
Subject: Leave Request

I am writing to formally request leave from my position as [Your Job Title] at [Company/Organization Name] due to [brief reason for leave, e.g., personal health issues, family emergency, etc.].

I would like to request leave starting from [start date] to [end date], during which I will ensure all my responsibilities are managed appropriately. I will [mention any measures you will take to ensure coverage of your duties, if applicable].

I hope for your understanding and support regarding this matter. Thank you for considering my request. I look forward to your positive response.
Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]