

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

[Recipient's Name]  
[Their Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request [a leave of absence/time off] from [start date] to [end date] due to personal reasons.

I understand the importance of my responsibilities and assure you that I will take all necessary steps to ensure a smooth transition during my absence. [Optional: You can mention how you'll manage your responsibilities or if you have delegated tasks during this time.]

Thank you for your understanding and support regarding this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title/Position]