

[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 absence, e.g., medical reasons, personal matters, etc.]. I anticipate that I will be unable to attend work from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that all my duties are covered in my absence. I am happy to assist in providing a transition plan to ensure the team's workflow remains uninterrupted during this time.

Thank you for your understanding regarding this matter. I look forward to your support and will keep you updated on my situation.

Sincerely,  
[Your Name]  
[Your Job Title]