

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Head of Department's Name]
[Department Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Head of Department's Name],

Subject: Leave Application

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issues, etc.]. I have ensured that my responsibilities will be managed in my absence and [mention any arrangements made, if applicable].

I appreciate your understanding and support regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position/Title]