

[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 for [duration of leave] starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason].

I assure you that I will ensure a smooth transition of my responsibilities before my departure and will be available to provide any necessary information during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]