

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

Subject: Leave Application

I am writing to formally request leave for [number of days] from [start date] to [end date]. The reason for my leave is [briefly explain reason, e.g., personal, medical, family obligation].

I have ensured that my current responsibilities will be managed in my absence, and I will [mention any arrangements you've made, e.g., delegate tasks, complete urgent projects before leaving].

I appreciate your understanding and support. Please let me know if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]