

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient'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 matters, medical issues, family obligations, etc.].

I understand the importance of my responsibilities and will ensure that all my current tasks are managed effectively before my departure. I will also be available via [email/phone] should any urgent matters arise during my absence.

I kindly ask for your understanding and support in this matter. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position]