

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an unpaid leave of absence from work due to [brief reason, e.g., personal circumstances, family matters, etc.]. I would like to request leave starting from [start date] to [end date].

I understand the impact my absence may have on our team and am committed to ensuring a smooth transition. I will make sure that all my responsibilities are up to date before my leave and will be available to assist in any way possible during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]