

[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],

I am writing to formally request a leave of absence from work starting on [start date] and ending on [end date]. The reason for my request is [briefly explain the reason, e.g., personal matters, medical reasons, family obligations].

I assure you that I will do my best to ensure a smooth transition during my absence, including [mention any arrangements made, such as handing over responsibilities or training a colleague].

I appreciate your understanding and support regarding this matter. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]