

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/School Name]
[Company/School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave].

I have taken steps to ensure that my responsibilities are covered during my absence by [mention any arrangements made, if applicable].

Thank you for considering my request. I hope for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title/Role, if applicable]