

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for [number of days] days, starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason, e.g., personal, medical, family commitment].

I have ensured that my responsibilities are managed during my absence.

[Optional: Mention any arrangements made, such as delegating tasks to colleagues].

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if you would like to discuss this in person.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]