

[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 from work due to [brief reason for leave, e.g., personal health issues, family obligations, etc.]. I would like to request leave starting from [start date] and expect to return on [return date].

I have made arrangements to ensure that my responsibilities are covered during my absence. [You may mention any specific arrangements or colleagues who will assist in your absence.]

Please let me know if you require any further information or documentation. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]