

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Institution Name]  
[Company/Institution 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 [briefly explain reason, e.g., personal reasons, medical issues, family matters].

I have ensured that my current responsibilities are up to date and have arranged for [colleague's name] to cover my duties during my absence to ensure a smooth workflow.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title/Position, if applicable]