

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

[Recipient's Name]
[Company/Organization Name]
[Company 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 [brief explanation of reason, e.g., personal health issues, family matters, etc.].

I will ensure that all my responsibilities are managed during my absence by [mention any plans for coverage or delegation of tasks]. I am committed to ensuring a smooth transition and will be available for any urgent matters via [preferred contact method].

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]