

[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 due to family matters that require my immediate attention. I would like to request leave starting from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that my tasks are managed appropriately during my absence. I will be available via email if any urgent matters arise and will do my best to assist in the transition of my duties prior to my leave.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]