

[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 personal reasons. I would like to take this leave starting on [start date] and would anticipate returning on [return date].

I understand the importance of my responsibilities and am committed to ensuring a smooth transition during my absence. I will work on handing over my tasks and providing any necessary instructions to my colleagues before I leave.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]