

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

[Recipient's Name]  
[Title/Position]  
[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 [reason for leave, e.g., medical, family, personal matters].

I have ensured that my responsibilities are up to date and have arranged for [colleague's name] to cover my duties during my absence. I will remain accessible via [phone/email] for any urgent matters.

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

Sincerely,  
[Your Name]