

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from work for [duration of leave, e.g., two weeks], starting from [start date] to [end date]. The reason for my request is [briefly explain reason, e.g., personal matters, medical reasons, family obligations].

I assure you that I will do my utmost to ensure a smooth transition during my absence. I am happy to assist in training a colleague to cover my responsibilities or to complete any outstanding tasks before my leave. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]