

[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 short leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal matters, family emergency, medical issues].

I will ensure that all my responsibilities are managed prior to my leave and will be available to assist with the transition of tasks if necessary. I appreciate your understanding and support during this time. Thank you for considering my request.

Sincerely,
[Your Name]