

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from work due to [reason for leave, e.g., personal, medical, family issue] starting from [start date] to [end date].

I have taken steps to ensure that my responsibilities are managed during my absence, including [briefly explain any arrangements you've made, e.g., delegating tasks, training colleagues].

I appreciate your consideration of my request, and I am happy to provide any necessary documentation or discuss this matter further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]