

[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],

Subject: Application for Leave

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave]. I will ensure that all my responsibilities are up-to-date before my departure and will delegate my tasks to [Colleague's Name] during my absence.

I appreciate your understanding and support regarding this matter. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]