

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Leave Application for Internship

I am writing to formally request a leave of absence from my internship at [Company's Name] due to [reason for leave, e.g., personal reasons, health issues, family obligation].

I would like to request leave starting from [start date] to [end date].

During this period, I will ensure that my responsibilities are covered.

[Optional: Briefly explain how you will manage your workload, such as delegating tasks or completing them in advance.]

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

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Internship Position]