

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

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

Dear [Manager's Name],

Subject: Leave Application

I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issues, family commitments].

I assure you that I will complete all my tasks and responsibilities before my departure and will be available for any urgent matters via [email/phone]. I hope to minimize any disruptions to our team's work during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]