

[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: Application for Personal Leave

I am writing to formally request personal leave from [start date] to [end date]. Due to [brief explanation of the reason for leave, e.g., personal matters, family obligations], I will need this time off to address these issues.

I assure you that I will complete all my current tasks and ensure a smooth transition of my responsibilities during my absence. [Optional: Mention any arrangements you have made, such as delegating tasks or covering responsibilities.]

I hope for your understanding and support regarding this matter. Please let me know if you need any further information or if we can discuss this in person.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]