

Date: [Insert Date]

To: [Manager's Name]

Subject: Request for Leave of Absence

Dear [Manager's Name],

I am writing to formally request a leave of absence from work for [number of days] starting from [start date] to [end date] due to [reason for leave].

I have ensured that my current projects are on track and have delegated my responsibilities to [Colleague's Name] during my absence to maintain workflow.

I appreciate your understanding and consideration of my request. I am more than willing to discuss this matter further or provide additional information if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]