

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Address  
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my position at [Company/Organization Name] due to [reason for leave, e.g., personal, medical, family obligations, etc.]. I would like to request leave starting from [start date] to [end date].

I will ensure that all my responsibilities are managed before my leave, and I am willing to assist in transitioning my duties to ensure a smooth workflow during my absence.

Please let me know if you need any further information or documentation regarding my request. I appreciate your consideration and look forward to your understanding.

Thank you for your attention to this matter.

Sincerely,  
Your Name