

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

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence for family reasons. Due to [briefly explain reason, e.g., a family emergency, the need to care for a relative, etc.], I will need to be absent from work starting [start date] and plan to return on [return date].

I understand the importance of my responsibilities and assure you that I will do my best to ensure a smooth transition before my leave. [Optional: mention how you will handle your tasks during your absence.]

Thank you for your understanding and support during this time. Please let me know if you need any further information or if there are forms I should complete.

Sincerely,
[Your Name]