

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of an extended leave of absence due to caregiver responsibilities that I am currently facing. As a [Your Position] at [Company Name], I have always valued my role and contributions to our team, and I wish to ensure a smooth transition during my absence.

Due to [briefly explain situation - e.g., "the health needs of a family member"], I am seeking to take a leave starting from [desired start date] for approximately [duration of leave, e.g., "six weeks"]. I understand the importance of my responsibilities and am committed to coordinating the handover of my duties to ensure that the workflow remains uninterrupted.

I would greatly appreciate your understanding and support regarding this matter. Please let me know if we can arrange a time to discuss this further or if there are any necessary forms or procedures I should follow to formalize my request.

Thank you very much for considering my request. I look forward to your response.

Sincerely,

[Your Name]