

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Subject: Request for Short-Term Leave

Dear [Supervisor's Name],

I am writing to formally request a short-term leave of absence from my position at [Agency's Name] starting from [Start Date] to [End Date]. The reason for my request is [briefly explain reason, e.g., medical issues, family commitments, etc.].

I will ensure that all my responsibilities are managed prior to my leave. I am happy to assist in transitioning my tasks to ensure a smooth workflow during this period.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Position]