

To,

The Manager,  
[Company Name],  
[Company Address],  
[City, State, Zip Code]

Date: [Insert Date]

Subject: Application for Unpaid Leave

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence for personal reasons from [start date] to [end date]. Due to [briefly explain reason if comfortable], I believe that taking this time off is necessary for me to [mention any relevant outcome, e.g., focus on personal matters or improve my well-being].

I will ensure that all my responsibilities are managed and handed over properly before my leave commences. I am committed to maintaining the workflow and would be happy to assist in any way during this transition.

I appreciate your consideration of my request and hope for your understanding. Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]