

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a period of unpaid leave from [start date] to [end date]. The reason for this request is [brief explanation of the reason].

I understand the impact of my absence and am committed to ensuring that my responsibilities are managed prior to my leave. I am happy to assist in the transition and provide support in handing over my duties to a colleague.

Thank you for considering my request. I am hopeful for your understanding and support. Please let me know if you need any further information or if we can discuss this matter further.

Sincerely,

[Your Name]