

# Leave Application for Personal Matters

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence for personal matters from [Start Date] to [End Date]. During this time, I will ensure that all my responsibilities are managed and delegated appropriately.

I appreciate your understanding in this matter and look forward to your kind approval.

Thank you.

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