

[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]

Subject: Request for Personal Leave of Absence

Dear [Recipient's Name],

I am writing to formally request a personal leave of absence from my position as [Your Position] at [Company/Organization Name] from [Start Date] to [End Date]. The reason for this request is [brief reason, e.g., personal matters, family care, etc.].

I will do my best to ensure a smooth transition by completing pending work before my leave. I am also willing to provide assistance in delegating my responsibilities in my absence.

Please let me know if any additional documentation or steps are required. Thank you for considering my request.

Sincerely,  
[Your Name]

**Important Notes:**

- Include specific dates for your leave period.
- Mention the reason for your absence briefly but clearly.
- Follow any company-specific policies or procedures when submitting your request.
- Maintain a polite and professional tone throughout the letter.
- Submit the letter well in advance of your intended leave dates.