[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, Postal Code]  
  
Subject: Request for Leave of Absence  
  
Dear [Recipient Name],  
  
I am writing to request a leave of absence from my position as [Your Position] with [Company/Organization Name] for a period of [Number] [Days/Weeks/Months], beginning on [Start Date] and ending on [End Date].  
  
During my absence, I plan to [State Reason for Leave].  
  
I understand that my absence may temporarily impact my work responsibilities, and I have taken the following steps to ensure a smooth transition during my leave:  
  
\* Completed all urgent and pending tasks.  
\* Delegated my responsibilities to [Colleague's Name], who will be responsible for [Specific Duties].  
\* Provided detailed instructions and handover notes for all ongoing projects.  
  
I will be available via email and phone during my leave and will respond to any urgent inquiries as needed.  
  
I would be grateful if you could approve my request for leave of absence. I appreciate your understanding and support in this matter.  
  
Thank you for your time and consideration.  
  
Sincerely,  
[Your Signature]  
[Your Typed Name]