

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company/Organization Name]
[Company Address]

Subject: Personal Leave Request

Dear [Recipient Name],

I am writing to formally request personal leave from [start date] to [end date] due to [brief reason, e.g., personal matters/family reasons]. I have ensured that my current tasks will be covered during my absence and will ensure a smooth handover to my colleagues.

Please let me know if you need any further information or adjustments to my leave dates. I appreciate your understanding and consideration.

Thank you.

Sincerely,

[Your Name]

[Your Position/Department]
[Contact Information]