

Dear **[Employer's Name]**,

I am writing to request a leave of absence from my job at **[Company Name]**. I will be taking a leave from **[start date]** to **[end date]**, for a total of **[number]** days.

The reason for my leave is **[reason for leave]**. I understand that this may be an inconvenience for the company, and I am willing to assist with finding a replacement or transitioning my responsibilities during my absence.

Thank you for considering my request.

Sincerely,

[Your Name]