

Sample Formal Letter for Leave Application (Personal Reasons)

[Your Name]
[Your Position]
[Department/Team]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Subject: Application for Leave Due to Personal Reasons

Dear [Recipient's Name],

I am writing to formally request leave of absence from work due to personal reasons. I would like to request leave from **[start date]** to **[end date]**, totaling **[number of days]** working days.

During my absence, I will ensure that all my responsibilities are up to date and have coordinated with [colleague's name/team] to cover urgent matters as needed. I will also remain accessible via email or phone for any critical issues, should they arise.

I kindly request you to consider my application and grant me leave for the aforementioned period. I am committed to ensuring a smooth workflow in my absence and will be grateful for your support.

Thank you for your understanding.

Sincerely,

[Your Signature, if submitting in hard copy]
[Your Name]