

# Sample Formal Request Letter for Permission to Take Leave from Work

[Your Name]  
[Your Job Title]  
[Department]  
[Date]

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

Subject: Request for Leave of Absence

Dear [Recipient's Name],

I am writing to formally request permission to take a leave of absence from work from **[start date]** to **[end date]**, due to **[briefly state reason, e.g., personal reasons/medical reasons/family commitment]**.

During my absence, I have made arrangements to ensure that my responsibilities are managed efficiently. I have discussed my tasks with **[colleague's name]**, who has kindly agreed to oversee urgent matters on my behalf. I will also be available by email for any critical queries.

I kindly request your approval for my leave and will ensure a smooth handover of my duties prior to my departure. Please let me know if you need any additional information or documentation in support of this request.

Thank you very much for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]