Friendly casual email requesting sabbatical leave

Hi [Manager Name],

I hope you're doing well. I wanted to request a sabbatical leave from [Start Date] to [End Date] to focus on [reason]. I've planned for my tasks to be covered during this period and can provide any details needed.

Looking forward to your approval.

Best regards,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/sabbatical-leave-letter