

Formal Letter Requesting Personal Leave

Subject: Request for Personal Leave

Dear [Manager's Name],

I am writing to formally request permission to take personal leave from [Start Date] to [End Date] due to [Reason, e.g., family matter]. I have ensured that all my ongoing work will be completed or delegated to my colleagues during this period.

Your approval will be greatly appreciated.

Sincerely,

[Your Name]

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