

Emotional and considerate tone

Subject: Request for Unpaid Leave

Dear [Manager Name],

I am requesting unpaid leave from [Start Date] to [End Date] to attend to [personal/family matters]. I understand the impact this may have and am committed to making all necessary arrangements to ensure smooth operations during my absence.

I sincerely hope for your understanding and support during this time.

Warm regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/unpaid-without-pay-leave-letter>