

# Leave Application for Personal Reasons Format

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

To,  
[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]

Subject: Leave Application for Personal Reasons

Dear [Recipient's Name],

I am writing to formally request leave from work due to personal reasons. I would need to be away from the office from [Start Date] to [End Date], totaling [Number of Days] days.

I will ensure that all my pending tasks are completed or delegated before my leave begins to ensure a smooth workflow during my absence. I am also willing to assist in any way possible to facilitate the transition before my leave starts.

I kindly request your approval for this leave. Please let me know if any additional formalities or documentation are required from my end.

Thank you for your understanding and support. I look forward to your positive response.

Best regards,  
[Your Full Name]  
[Your Contact Information]