To,
The Manager,
**[Organization Name]**
**[Organization Address]**

**[Subject: Sample Leave Letter For Personal Reason]**

**Date:**

**Respect Sir,**

With due respect, Myself [**Your Name]** working in your Company as a [**Your Designation]** from past **[Time Duration]**.

I am writing this letter to let you know that I need **[Time Duration]** leave from the office from **[Date]** to **[Date]** due to a personal reason.

I have completed all of my remaining work for this period. I shall be reachable on my mobile number/e-mail during the period.

I will be very much grateful if you grant my leave request.

**Thanking You**
**Yours Sincerely,**
**[Your Name]**
**[Your Designation]**