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]**