[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Leave of Absence Request - Legal Obligation

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position at [Company Name] due to a mandatory legal obligation. I am required to be away from work starting on [Start Date] and expect to return on [End Date].

The reason for this leave is [mention specific obligation: e.g., jury duty / a court subpoena / a legal summons]. I have attached the official documentation supporting this requirement for your records.

Before my departure, I will ensure that all my current tasks are up to date. I am also happy to assist in coordinating the temporary handover of my responsibilities to [Colleague's Name] or another designated team member to minimize disruption.

Thank you for your understanding and support regarding this matter. Please let me know if there are any additional forms or procedures I need to complete.

Sincerely,

[Your Signature]
[Your Printed Name]