[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a period of unpaid leave for personal reasons. I would like to request time off starting from [Start Date] and returning to work on [Return Date].

This request is due to personal matters that require my full attention during this time. I am committed to ensuring that my responsibilities are managed before my departure. I will complete [List specific tasks or projects] and will provide a status update to [Colleague's Name] to handle any urgent issues in my absence.

I understand that this leave will be unpaid and is subject to approval. I am happy to discuss how my workload can be covered or any steps I can take to minimize the impact on the team.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]