[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I am requesting an unpaid leave of absence to provide care for a family member. I am requesting this leave to begin on [Start Date] and I expect to return to work on [End Date].

During my absence, I am committed to ensuring a smooth transition of my current tasks. I will complete [Project Name/Task] before my departure and provide detailed instructions for [Colleague's Name] to handle my ongoing responsibilities.

I understand that this leave is unpaid. I would appreciate your guidance on the necessary paperwork required to finalize this request and any information regarding the status of my benefits during this period.

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

Sincerely,

[Your Signature]
[Your Printed Name]