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

[Manager's Name]
[Company Name]

Subject: Relocation Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request a leave of absence for relocation purposes. As I am moving to a new residence, I would like to request [Number] days of leave from [Start Date] to [End Date].

I plan to return to work on [Return Date]. Before my departure, I will ensure that all my current tasks are up to date and provide a handover note for any pending items to [Colleague's Name/The Team].

Please let me know if this request is acceptable and what formal steps I need to take to finalize this leave.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]