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

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

Subject: Request for Relocation Leave - [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 in [City/State], 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 to [Colleague's Name, if applicable] to ensure a smooth workflow during my absence.

I have attached the necessary documentation regarding my move as per company policy. Please let me know if there are any further forms I need to complete for this request to be approved.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]