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

[Date]

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

Subject: Request for Family Relocation Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence for family relocation. My family and I will be moving to [New City/State], and I require time away from my duties to manage the logistics of this transition.

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date].

To ensure a smooth transition during my absence, I will complete [Project Name/Tasks] before my departure. I am also happy to assist in briefing [Colleague's Name] on my current responsibilities to ensure operations continue without interruption.

I understand the company policy regarding leave and have attached any necessary supporting documentation. I am available to discuss this request further and address any questions you may have.

Thank you for your understanding and support during this family move.

Sincerely,

[Your Signature]

[Your Printed Name]