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

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

Subject: Request for Short-Term Relocation Leave

Dear [Manager's Name],

I am writing to formally request a short-term leave of absence for relocation purposes. I am planning to move my residence and require time away from work to manage the logistics of this transition.

I am requesting leave from [Start Date] to [End Date]. I expect to return to my regular duties on [Return Date].

Before my departure, I will ensure that all my current tasks are up to date and provide a status report for my ongoing projects. I am also happy to discuss a plan for coverage during my absence to ensure there is no disruption to the team.

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

Sincerely,

[Your Signature]
[Your Printed Name]