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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence for relocation purposes. As I am moving my primary residence to [City/State], I require additional time to manage the logistics of this transition.

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date]. During this period, I will be focused on coordinating movers, setting up my new home, and finalizing all necessary legal and administrative tasks associated with the move.

Before my departure, I will ensure that all my current tasks are up to date. I am also happy to discuss a plan for coverage of my responsibilities while I am away to ensure a smooth workflow for the team.

Thank you for considering my request. I look forward to your approval and am available to discuss this further at your convenience.

Sincerely,

[Your Signature]
[Your Printed Name]