[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Address]

Subject: Request of leave from [X] to [X]

To

[The Recipient]

I am forwarding you my formal request for approval of my personal leaves which I was discussing with you three days ago. You know that I have been working in this organization for the last three years. Throughout my stay here, I have been very punctual, and I have not taken even a single day off for the last three months. But now, I am facing health issues and suffering from spine pain. Due to this reason, my doctor has advised me to take complete bed rest for 10 days. Since it is a health-related issue, it can prove fatal if not dealt with on time. In addition, my work will also be disturbed.

I want to start leave from the 14th of November 20XX, and report back to the office on the 25th of the same month. Since I want to go on a long leave, and it would not be easy for the company to manage work for this much period. Therefore, I have requested Mr. Alex to take care of my work in my absence. Moreover, please let me know if there is anything that I can do to facilitate.

Keeping in view the above-mentioned situation, I hope you will consider my request and approve my personal leave which I have applied for. I am thanking you in anticipation for this act of kindness.

Yours sincerely,

Michal Johnson.