**Leave Request Email / Letter**

Dear [Recipient Name]

I would like to request for [15] leave days starting from [some date] due to [some reason: wedding, personal issues, death, personal reasons, etc…]. Please rest assured that all my projects and tasks are running according to schedule. [Mr. X] will cover for me during my absence and will temporally assume my duties.

I appreciate your consideration and approval to my request. Thank you very much in advance.

Best Regards