Dear [Manager’s Name],

I would like to put in for a leave of absence from my position as an RN at ABC Facility so that I can complete the final phase of researching and writing a scholarly article that I am co-authoring about disease prevention technology for XYZ Journal. I would like to take my leave on February 1, 20XX, through June 1, 20XX.

Please let me know what paperwork I must complete in order to formally request this leave of absence. I would also appreciate having a quick meeting with you wherein we can discuss coverage during my time away from ABC Facility. I would gladly train a replacement to assume my job responsibilities prior to my leave.

Thank you so much for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

[Name, phone number]