

REQUEST FOR LEAVE OF ABSENCE

_____ (date)

_____ (recipient name)

_____ (company name)

_____ (company address)

Dear [] Mr. [] Ms. _____ (recipient name),

I am writing to formally inform you that I will need to be absent from work for a period of time. Therefore, please **accept this letter as a formal request for a leave of absence.**

I am requesting a leave of _____ (length of leave). The leave shall begin on _____ (start date) and end on _____ (end date). I plan to return to work on _____ (date).

The reason for my requested absence is _____

_____ (e.g. medical, personal, academic, etc.).

During my absence, I will be available to assist with any work-related questions. I can be reached at the following [] email: _____ (email address) and / or [] phone number: _____ (phone number).

Please let me know if you have any questions or need further information.

Thank you very much for your consideration.

Sincerely,

_____ (name)

_____ (title)