

Inquiry Regarding Temporary Leave of Absence Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for requesting a temporary leave of absence from my position at [Your Company Name].

Could you please provide me with the necessary steps and any documentation required to submit my request?

Thank you for your assistance. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]