

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of my temporary leave of absence for travel purposes. I plan to be away from [Start Date] to [End Date] and will ensure that all my responsibilities are covered during this time.

I will make sure to complete all pending tasks before my departure and will be available via email for any urgent matters. I appreciate your understanding and support regarding my travel plans.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]