

Letter of Request for Temporary Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary leave of absence from [Start Date] to [End Date] to pursue educational opportunities that I believe will enhance my skills and knowledge relevant to my role.

During my time away, I will ensure that all my responsibilities are delegated appropriately and that my team is well-informed of any pending tasks. I am committed to making this transition as smooth as possible and will be available for any urgent matters during my absence.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]