

Petition for Extended Leave of Absence

Date: [Insert Date]

To: [Recipient's Name]

[Position/Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extended leave of absence from [Start Date] to [End Date] due to a unique travel opportunity that I believe will significantly contribute to my personal and professional growth.

This trip will provide me with the chance to [briefly explain the purpose of the travel, e.g., explore new cultures, attend a workshop, conduct research, etc.]. I am confident that this experience will enhance my skills and allow me to bring valuable insights back to our team.

I assure you that I will take all necessary steps to ensure a smooth transition during my absence. I am prepared to [mention any ways you will assist during your absence, e.g., train a teammate, complete pending work, etc.].

Thank you for considering my request. I look forward to your understanding and support for this opportunity. Please let me know if you need any further information or if we could discuss this matter in person.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]