

# Leave of Absence Letter

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I am writing to formally notify you of my leave of absence from the rental property located at [Property Address]. I plan to be away from [Start Date] to [End Date]. During this period, I will ensure that the property is maintained and that my rent is paid on time.

If there are any concerns or if you need to reach me, I can be contacted at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]