

# Letter of Request for Employee Absence Confirmation

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation regarding the absence of [Employee's Name] from work on [Date(s) of Absence]. This confirmation is necessary for our records and to ensure proper communication regarding [his/her/their] leave.

If you could please provide the confirmation at your earliest convenience, it would be greatly appreciated. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]