

Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence for travel from [start date] to [end date]. I have made all necessary arrangements to ensure my responsibilities are covered during my absence.

I believe this trip will provide me with invaluable experiences that will contribute positively to my personal and professional growth. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]