

Subject: Request for Absence Due to Conference Attendance

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] as I will be attending the [Name of Conference] in [Location]. This conference will provide valuable insights and networking opportunities that I believe will benefit our team.

I have ensured that my current projects are on track and have briefed [Coworker's Name] to cover any urgent matters during my absence. I will be reachable via email for any critical issues.

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

Sincerely,
[Your Name]
[Your Position]