

# Application for Leave for Charity Project

Date: [Insert Date]

To,

[Supervisor's Name]

[Company/Organization Name]

[Address]

Dear [Supervisor's Name],

I am writing to formally request leave to participate in a charity project, [Project Name], which aims to [briefly describe the project's goals]. The project is scheduled to take place from [start date] to [end date], and I would like to request leave during this period.

Being involved in this project is important to me because [provide a brief reason or motivation for participating]. I believe that my involvement will not only benefit the community but also contribute to my personal growth and skill development.

I assure you that I will complete all my responsibilities and ensure a smooth workflow before my leave. I have also briefed [Colleague's Name] about my duties, and they have kindly agreed to assist in my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]