

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a charity leave from [start date] to [end date] to volunteer with [Charity Organization's Name]. This opportunity allows me to contribute to [briefly explain the charity's cause or mission] and support the community in a meaningful way.

I assure you that I will complete my pending tasks and assist in transitioning my responsibilities to ensure a smooth workflow during my absence. I will be reachable via [your contact method] should any urgent matters arise.

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

Sincerely,

[Your Name]