

# Leave Application for Community Service

Date: [Insert Date]

To,  
[Manager/Supervisor's Name]  
[Company/Organization Name]  
[Company/Organization Address]

Dear [Manager/Supervisor's Name],

I am writing to formally request leave from [start date] to [end date] to participate in a community service project organized by [Organization/Project Name]. This initiative aims to [briefly explain the purpose of the community service].

I believe that this experience will not only allow me to contribute positively to the community but also enhance my skills and knowledge, which can be beneficial to my role in our team.

I assure you that I will complete all my pending work and hand over my responsibilities to [Colleague's Name] during my absence. I am committed to ensuring a smooth workflow in my absence.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]