

Leave Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my duties at [Non-Profit Organization's Name] for the period of [start date] to [end date], due to [brief explanation of the reason, e.g., personal reasons, medical issue, etc.].

I have ensured that all my current responsibilities are up to date and I will provide a full handover to [Colleague's Name] to ensure a smooth continuation of work during my absence.

Thank you for considering my request. I am looking forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]