

Leave Request for Volunteer Work

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] to participate in a volunteer project with [organization name]. This opportunity will enable me to contribute to [brief description of the project and its significance].

I will ensure that all my responsibilities are handled prior to my leave and will coordinate with my team to provide any necessary support during my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]