

Philanthropic Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Philanthropic Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for philanthropic reasons. I have been offered a valuable opportunity to participate in [briefly describe the philanthropic project or event, including its significance].

This event is scheduled to take place from [start date] to [end date], during which I will be engaged in [specific activities or responsibilities]. I believe that this experience will not only allow me to give back to the community but also enhance my personal and professional growth.

I am happy to discuss how my responsibilities can be managed in my absence and propose a transition plan to ensure continuity in our operations. I am committed to making this process as smooth as possible.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]