

# Leave of Absence Request

Date: [Insert Date]

To [Supervisor'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] due to a travel opportunity that I believe will greatly enhance my personal and professional growth.

I have made arrangements to ensure that my responsibilities are managed during my absence. [You may outline the plan for covering your work here, if applicable.] I am committed to ensuring a smooth transition and will ensure all my tasks are up to date before my leave.

I appreciate your consideration of my request and am happy to discuss this matter further at your convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]