

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from [start date] to [end date] in order to engage in volunteer work with [Organization Name]. This opportunity will allow me to contribute to [briefly explain purpose of the volunteer work and its importance].

I believe that this experience will enrich my skills and perspective, which I can bring back to my role at [Company's Name]. I am committed to ensuring a smooth transition and will ensure that all my responsibilities are managed prior to my leave.

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

Sincerely,  
[Your Name]  
[Your Job Title]