

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

Date: [Insert Date]

Subject: Application for Leave to Participate in Volunteer Activities

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] in order to participate in [describe volunteer activity, e.g., "a community outreach program that focuses on helping underprivileged children"]. This activity is important to me as it aligns with my values and commitment to community service.

I assure you that I will ensure a smooth transition of my responsibilities prior to my leave, and I will be available for any urgent matters via email or phone.

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

Sincerely,
[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]