

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Position

Company/Organization Name

Company Address

City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] in order to participate in a volunteer program with [Organization Name]. This opportunity allows me to engage in meaningful work and contribute to the community, which I believe aligns with the values of our organization.

During my absence, I will ensure that all my responsibilities are managed beforehand. I am happy to assist in transitioning my tasks to ensure a smooth workflow. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]