

Request for Authorized Leave to Participate in Volunteering

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorized leave from [start date] to [end date] to participate in a volunteering program organized by [Organization Name]. This opportunity allows me to contribute to [describe the purpose or goal of the volunteering program] and will enable me to enhance my skills and experiences.

I believe that this experience will not only benefit me personally but will also positively impact our work at [Company/Organization Name] by [explain potential benefits to your workplace].

I am committed to ensuring a smooth transition during my absence. I will ensure that all my responsibilities are up to date before I leave, and I am happy to assist in providing any necessary training or resources to cover my duties while I'm away.

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

Sincerely,

[Your Name]

[Your Job Title]