

# Leave Request Letter

Date: [Insert Date]

To,

The Chairperson,  
Drama Society,  
[Insert Institution Name]  
[Insert Institution Address]

Dear [Chairperson's Name],

I am writing to formally request a leave of absence from the Drama Society activities due to [briefly explain reason, e.g., personal reasons, health issues, family commitments]. I am a dedicated member of the society and have greatly enjoyed my time participating in our productions and rehearsals.

I kindly request leave from [start date] to [end date]. I assure you that I will stay updated on any developments during my absence and will ensure my responsibilities are delegated appropriately.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]  
[Your Contact Information]  
[Your Role in the Society]