

Request for Temporary Leave

Date: [Insert Date]

To,

The Chairperson,

[Drama Society Name]

[Society Address]

Dear [Chairperson's Name],

I hope this message finds you well. I am writing to formally request a temporary leave of absence from my participation in [Drama Society Name] due to [briefly state reason, e.g., personal commitments, health issues, etc.].

I am committed to my role within the society and will ensure that my responsibilities are managed during my absence. I anticipate needing leave from [start date] to [end date]. I will make every effort to keep up with any ongoing projects and will return as soon as possible.

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

Sincerely,

[Your Name]

[Your Contact Information]