TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of leave absence from work

Dear Mr. Brown,

After our meeting on November 15, I am submitting my formal request for a leave of absence from my position as sales manager. My time away from work will be from December 1, 20XX to January 31, 20XX.

If my request is approved, I am more than willing to help prepare a plan of action to take care of my job responsibilities while I am away from the job. If needed, I can be available by phone or email to provide help in answering any questions that may arise.

If you need any additional information, please let me know. Thank you for your time in discussing the leave with me and for considering my request.

Sincerely,

**[Signature here]**

John Smith