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./Ms. **[Name]**:

This letter is a formal request for a leave of absence, to follow up on our meeting yesterday. As we discussed, I would like to request a leave of absence from April 1, 20XX, through June 30, 20XX.

I will return to work on July 1, 20XX.

Please let me know whether you require any further information or have any questions.

Thank you very much for your consideration in affording me this opportunity for personal leave.

Sincerely,

**[Signature]**

**[Name ]**