TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Request for leave of absence

Dear Mr. Livingston:

I am writing this to request a leave of absence for March 8 and 9, 20XX. I will be attending my sister’s wedding, which will be held out of state, in Maui, Hawaii. I plan on returning March 12, 20XX, to resume my regularly scheduled hours.

I will make certain that all work is up to date, and all clients notified of my absence for those days.

Sincerely,

**[Your signature]**

**[Your typed name]**