**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

**[Date]**

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**[City, State Zip Code]**

Dear Mr./Ms. **[Last 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 **[Date]** through **[Date].**

I will return to work on **[Date].**

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,

**[Your Signature]**

**[Your Name]**