**LEAVE OF ABSENCE LETTER**

Frieda Finely

1234 W. Whipple

Calhoun, CA 99999

March 8, 20XX

Jason Livingston

ACME Packaging

555 E. Renaud

Calhoun, CA 99999

Re: 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 particular days.

Sincerely,

**[Signature]**

Frieda Finley  
1234 W. Whipple

Calhoun, CA 99999