How to Email a Formal Leave of Absence Request

**Subject: Leave of Absence - John Dooley**

Dear Jennifer,

As we discussed yesterday, I would like to request a formal leave of absence from my job. I plan to be away from August 31, 20XX to October 30, 20XX, returning to work on November 2, 20XX.

If approved, I would be glad to help with a plan to cover my workload in my absence. I would also be available to answer questions and provide assistance while I am away.

Please let me know whether you require any additional information. Thank you very much for your consideration of my request.

Best,

John