

### **Formal Leave of Absence from Work**

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Date

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 our meeting yesterday. As we discussed, I would like to request a leave of absence from September 20th through November 14th. I will return to work as normal on November 15th.

Please let me know if I can provide any further information or if you have any questions.

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

Sincerely,

Your Signature (for printed documents)

Your Typed Name