

## **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