**LEAVE OF ABSENCE LETTER FOR WORK**

June 22, 20XX  
  
Supervisor’s Name

Title

Organization

Address

City, State Zip Code

Dear Sir,

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 August 31, 20XX, through October 30, 20XX.

I will return to work on November 2, 20XX. 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