**Leave Application for Traveling Abroad**

April 16, 20XX

Harold Swan

Managing Director

Huxley & Turner Management Team

975 Riverdale Ave

Pensacola, Florida 93456

Subject: Leave Application for Visiting Abroad

Dear Mr. Swan,

Greetings! I hope you are doing well. I am writing to request a period of leave to go abroad. As we discussed last month, I am required to fulfill my contractual obligation with Huxley & Turner Management Team by spending three weeks in training at our London branch. I have applied for a visa to visit England. I received a call confirming approval of my visa for the period starting July 1, 2028, through July 22, 2028.

This is an official request for leave for this period of time. I will be gone from July 1, 2028, through July 22, 2028 and will return to work on July 23. I respectfully request your permission to fulfill my duties at our branch in London, England, and I look forward to learning more about our international agreements so I can be a more productive member of our team.

I look forward to hearing about your decision at your earliest convenience. Thank you for your consideration.

Sincerely,

Jeb Cartier

Senior analyst

jcartier@gmail.com

(304) 728-6756