**Permission Letter for Leave Format**

(Your First and Last Name)

(Address)

(City, State Zip Code)

(Phone Number)

(Email)

(Date)

(Name of Intended Recipient)

(Title)

(Organization)

(Address)

(City, State Zip Code)

Re:( Permission Letter for Leave)

(Salutation including Mr./Mrs. as appropriate with the last name of recipient)

**First paragraph**

Opening sentence with the reason you are writing (to request leave) and the precise problem that makes it necessary to make this request. Continue with the request, outlining a request to be absent from (work) (school) from (mm/dd/yyyy) until (mm/dd/yyyy) for a total of ( number of days).

**Second paragraph**

I have made arrangements to (how you will cover your usual responsibilities at work or how your child will remain current with assignments in detail). Include supporting information as needed detailing clearly and concisely how your job will be covered or how your child will make up the missed work.

I hope to hear from you at your earliest convenience about the status of this request to make the necessary arrangements for (the reason for leave).

**Closing**

Sincerely, or Respectfully,

First Name Last Name