**LEAVE OF ABSENCE LETTER FOR WORK**

November 15, 20XX

George Nguen  
Human Resources Manager  
ABC Company  
111 Broadway  
Sanders, MI 12346

Dear Mr. Nguen,

I would like to formally request a two-month leave of absence for personal reasons. If possible, I would like the leave from work to begin on December 1, 20XX, with a return date of February 1, 20XX.

If approved, I will be staying with family in Lansing during this time period, and I would be glad to assist with any questions via email or phone whenever possible.

Thank you very much for your consideration.

Sincerely,

Signature