Your name

Your address

Your city, country, post code,

Your phone number

Your email address

Date

Name

Company address

City, Country, Post code

*Dear Mr/Mrs Last name,*

*I am submitting this request for a leave of absence to tend to important personal matters at the end of next month. If possible, I would like to take my leave beginning March 25 and return to the office on April 5, 20XX.*

*I can make myself available intermittently to answer questions via phone or email, and am happy to do whatever necessary to ensure a smooth transition before my leave begins.*

*Thank you for your consideration.*

*Sincerely,*

*Handwritten signature*

*Name*