our Name
Your Address
Your City, State Zip Code
Your Phone Number

Date

Supervisor’s Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. [Last Name]:

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 April 1, 2019, through June 30, 2019.

I will return to work on July 1, 2019.

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 (hard copy letter)

Your Typed Name