

Preliminary extended leave request

Subject: Preliminary Leave of Absence Request

Dear [Manager's Name],

I am writing to inform you of a possible need for an extended leave of absence in the near future, likely beginning around [tentative start date]. The reason relates to [brief explanation], but I am still finalizing details.

I wanted to provide advance notice so that planning and adjustments can begin if necessary. Once I confirm the exact dates and requirements, I will submit a formal request.

Thank you for your understanding and consideration.

Sincerely,

[Your Full Name]

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