

Professional Leave Request Letter

Subject: Request for Leave

Dear [Recipient's Name],

I am writing to formally request leave from [Start Date] to [End Date] due to [Reason for Leave]. I

have ensured that all my current responsibilities will be managed during my absence.

Kindly approve my leave request. I will resume my duties promptly upon return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Designation/Department]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-letter>