

Provisional Unpaid Leave Request Letter

Subject: Provisional Request for Unpaid Leave

Dear [Manager's Name],

I am writing to provisionally request an unpaid leave from [Start Date] to [End Date] due to [Reason].

The dates are tentative and may be adjusted as needed.

I will coordinate with my team to ensure continuity of work and will confirm the exact dates as soon as possible.

Thank you for considering my provisional leave request.

Best regards,

[Your Name]

[Position]

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