

# Unpaid Leave Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request unpaid leave from [start date] to [end date]. This request is due to [briefly explain the reason for your leave, such as personal reasons, family matters, health concerns, etc.].

I understand the importance of my role at [Company Name] and the responsibilities that come with it. During my absence, I am committed to ensuring a smooth transition of my tasks and responsibilities. I am willing to provide any necessary assistance to my colleagues to ensure minimal disruption to ongoing projects and operations.

I assure you that I have carefully considered the impact of my leave on the team and the company's objectives. I am confident that my colleagues have the capability to handle any urgent matters that may arise during my absence.

I understand that this leave request is unpaid, and I am prepared to manage my finances accordingly. I am dedicated to returning to work on [return date] and resuming my duties with the same level of enthusiasm and commitment as before.

I kindly request your approval of this unpaid leave request. Your understanding and support in this

matter would mean a lot to me. If there are any forms or procedures I need to follow to formalize this request, please let me know, and I will promptly complete them.

Thank you for considering my request. I appreciate your attention to this matter.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure: [If applicable, mention any supporting documents or information enclosed with the letter, such as medical certificates, travel itineraries, etc.]

cc: [List of colleagues or departments you're copying the letter to, if necessary]