## Unique or less conventional tone

Subject: Request for Unpaid Leave

Dear [Manager Name],

I am requesting unpaid leave from [Start Date] to [End Date]. During this time, I will be attending to personal matters that require my full attention. I will ensure my work responsibilities are covered and provide a plan for continuity.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/unpaid-without-pay-leave-letter