Date

Name  
Organization  
Address (City, State, Zip Code)

Dear Mr./Ms. Last Name:

I would like to request a thirty day leave of absence for personal reasons. If possible, I would like to leave work on July 1 and return on August 1.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

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