**Letter requesting a leave of absence (personal reasons)**

Your Name   
Your Address   
Your City, State Zip Code   
Your Phone Number

Date

Name   
Title   
Company

Dear Mr./Ms. Jackson:

I would like to request a ten-day leave of absence for personal reasons. If possible, I intend to leave work on July 1 and return on July 11.

If approved, I will be traveling during this time period,

Although I will not be in the office, I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

Your Signature

Your Typed Name