

# Formal Letter for Extended Leave of Absence Request Sample

A **formal letter for extended leave of absence request sample** serves as a professional template to communicate an employee's or student's need for a prolonged period away from work or school. This letter typically includes essential details such as the reason for the leave, the duration of the absence, and any relevant supporting information. Using a clear and respectful tone, the letter aims to obtain approval from a supervisor, manager, or administrator while maintaining proper documentation and adhering to organizational policies.

## Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Job Title/Role]  
[Company/School Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an extended leave of absence from my [position/course/role] at [Company/School Name], beginning on [Start Date] and concluding on [End Date]. The reason for this request is [briefly state reason, e.g., medical reasons, family circumstances, personal commitments]. I have attached supporting documentation to substantiate my request, as required by company/school policy.

During my absence, I will ensure that my duties are transitioned appropriately and, if necessary, I am willing to assist in training a temporary replacement or provide guidance to colleagues in advance. I am committed to maintaining the continuity of work/studies and **minimizing** any disruption caused by my leave.

I kindly ask you to consider my request and advise me on any further steps I should take. Please let me know if additional documentation or information is needed. I am hopeful for your understanding and approval regarding this matter.

Sincerely,  
[Your Name]