

Your Name
Your Address
City, State, Zip

Date

Recipients Name
Company Name
Address
State, ZIP

Subject: Request for Leave

Dear Mr./ Mrs./ Ms. Last Name

This is to request for approval for a leave of absence. I work at the front office desk as the Guest Relations Officer. According to my work schedule I should be starting my annual leave as from 00/00/00 to 00/00/00.

I have been planning for this and have put all the customers record up to date. I have already started handing over the responsibility to my assistant and we have planned on all that will be happening to make sure that things run smoothly when I am away.

I will be available on phone and email in case I am needed during this time. The contact details are accessible to all the front office team.

Please let me know if you will need any additional information.

I look forward to hearing from you soon.

Sincerely,

[Your signature] [Your name]

