

Request Letter

August 02, 2050

Mr. Bobby Smith

Huber Group
1928 Fairmont Avenue
Huntsville, MO 65259

Dear **Mr. Smith**,

I hope this letter finds you well. I am writing to formally request a leave of absence from August 10 to August 20, 2050.

I have been an employee at Huber Group for 2 years and have consistently maintained a strong work record. However, due to unforeseen circumstances, I find it necessary to seek some time off in order to address personal matters.

During my absence, I understand that my responsibilities may need to be temporarily reassigned. To ensure a smooth transition, I have prepared detailed instructions, organized files, and created a comprehensive task list for my colleagues to reference. I will also be available by email or phone should any questions or issues arise.

I realize the inconvenience that my absence may cause, especially during a busy time for the company. However, I believe that this leave is crucial for me to resolve the personal matters at hand, which will ultimately allow me to return to work refreshed and fully dedicated to my responsibilities.

I am confident that my team will continue to excel in their roles, and I will make every effort to minimize any disruptions to the ongoing projects. I have spoken with a few colleagues who have expressed their willingness to assist during my absence, and they have my utmost trust and confidence.

Please let me know if there are any concerns or questions regarding my request. I would be more than happy to provide further clarification or discuss alternative arrangements.

I want to express my sincere gratitude for your understanding and support during this time. I am committed to ensuring a seamless transition and will be available to discuss any necessary matters prior to my leave.

Thank you for your attention to this request. I truly appreciate your consideration.

Sincerely,

Viola Summers