

Sub: *Request for leave*

Madam: May

As we discussed yesterday, I would like to request a formal leave of absence from my job. I plan to be away from Aug 13, 20XX - Aug 19, 20XX, returning to work on Aug 20, 20XX.

If approved, I would be glad to help with a plan to cover my workload in my absence. I would also be available to answer questions and provide assistance while I am away.

Please let me know if you need any additional information. Thank you very much for your consideration of my request.

Respectfully,

Razan Aldhafian.