**Leave of Absence Letter**

Employee Name:

Employee Address:

Employee Personal Phone Number:

Date:

Authority Name:

Authority Department:

Name of Organization:

Organization Address:

**Subject: Requirement for Leave**

Dear Mr. Johnson,

I would like to request a leave of absence, from October 24th to October 26th. . As you many have heard, my brother will be getting married on October 24th and I will need to go home to attend this event. Please let me know if I can provide any further infomation regarding this request.

Thanh you very much for your consideration.

With kind regards,

Hoang Phuong Linh