

Business Letter Format

Date

February 1, 20XX

Name and address

Deborah Jones
ABC Company, Inc.
1234 East Main Street
San Diego, CA 92101

Greeting

Dear Ms. Jones,

Opening paragraph

I am submitting this request for a leave of absence to tend to important personal matters beginning next month. If possible, I would like to take my leave beginning March 15 and return to the office April 3, 20XX.

Closing paragraph

I can make myself available intermittently to answer questions via phone or email, and am happy to do whatever necessary to ensure a smooth transition before my leave begins.

Thank you for your consideration.

Complimentary close and signature

Sincerely,
Johanna Jansen

