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Request Letter

August 02, 2050

Bobby Smith

[Your Company Name]

[Your Company Address]

[Your Company Number]

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 [Your Company Name] for 2 years and have consistently maintained a strong work record. However, due to unforeseen circumstances, I must seek some time off to address personal matters. While I'm away, my duties might be reassigned. I've prepared instructions, organized files, and a task list for reference. I'm reachable by email or phone for any questions.

I understand my absence during this busy period may be inconvenient, but it's essential for resolving personal matters. This will help me return refreshed and fully dedicated. I'm confident my team will excel, and I've arranged for colleagues to assist, ensuring minimal disruption.

Please let me know if you have any questions or concerns about my request. I'm happy to clarify or discuss alternatives. Thank you for your support. I'm dedicated to a smooth transition and available for any discussions before my leave.

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

Sincerely,

Signature

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Ying Liu



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