

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

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