

Permission Request Letter to be Absent

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Leave of Absence

Dear [Recipient's Name],

I am writing to formally request permission to be absent from [your job, class, etc.] from [start date] to [end date] due to [reason for absence, e.g., family matters, medical reasons, educational pursuits].

I understand the responsibilities attached to my role as [your position] and assure you that I have arranged for [colleague's name or backup plan] to cover my duties in my absence to ensure a seamless continuation of [specific tasks or projects].

I am committed to maintaining my responsibilities and will make every effort to minimize any disruption during my absence. I am available to discuss this request further and provide any additional information that may be required.

Thank you for considering my request. I hope for a favorable response and appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Position]