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]**