

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Leave Approval Confirmation

I am writing to confirm the approval of my leave request submitted on [date of submission]. As per our discussion, my leave is scheduled from [start date] to [end date].

I appreciate your understanding and support during this time. Please let me know if there are any further details or arrangements needed before my leave begins.

Thank you once again for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]