

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

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

Dear [Recipient's Name],

Subject: Appeal for Leave of Absence

I hope this letter finds you well. I am writing to formally appeal for my previously requested leave of absence for [dates of leave] due to [brief reason for leave].

[In this paragraph, provide a detailed explanation of the reasons for your leave and any supporting information that may strengthen your appeal. Mention relevant circumstances, actions taken, and any documentation attached.]

I am committed to ensuring a smooth transition during my absence and [mention any arrangements made, like delegating responsibilities, ensuring projects are up to date, etc.]. I genuinely believe that this time away will allow me to [mention any positive outcomes relating to your leave].

Thank you for considering my appeal. I appreciate your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]