

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Leave Application for Volunteering

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] in order to participate in a volunteering opportunity with [Organization/Project Name] that aligns with my personal values and professional growth.

I believe that this experience will not only contribute to my community but also enhance my skills in [mention any relevant skills or experiences]. I assure you that I will ensure a smooth transition of my current responsibilities and will be available to assist in any handover process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]