George Jenkins

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October 10, 2022

Ms. Janice Smith   
Supervisor   
ABC Company   
9876 Industry Avenue   
Pocatello, ID 83201

Dear Ms. Smith:

I would like to request a thirty-day leave of absence for personal reasons. If possible, I would like to leave work on November 1 and return on December 1.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

*Signature* (hard copy letter)

George Jenkins