

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Leave of Absence

Dear :

I am requesting a leave of absence from my current position at Company in order to proceed with chemotherapy. I would like to begin the paperwork proceedings as soon as possible.

I thank you for your understanding in this matter.

Sincerely,

N A M E