

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: Cancellation of Leave of Absence

Dear :

I wish to cancel my request for leave of absence. After much consideration, I have decided to allow other relatives to travel to California in order to relocate my mother.

Sincerely,

N A M E