

[COMPANY]
[ADDRESS1]
[ADDRESS2]
[CITY] [STATE], [ZIP]
[PHONE]
[FAX]
[EMAIL]
[WEBSITE]

Date

(Name and Address)

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,

[COMPANY]
By: _____
[NAME]
ITS: _____