[Your Name]
[Your Job Title]
[Your Department]

[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence from my position at [Company Name] to participate in a volunteer project. I would like to request this leave starting on [Start Date] and ending on [End Date]. I plan to return to work on [Return Date].

During this time, I will be volunteering with [Organization Name] to assist with [Brief Description of Volunteer Work]. I believe this experience will allow me to contribute to a meaningful cause and develop skills that will ultimately benefit my role here.

I am committed to ensuring a smooth transition during my absence. Before my leave begins, I will complete all my current projects and provide detailed instructions for my colleagues regarding my ongoing tasks. I am also happy to discuss how my responsibilities can be managed while I am away.

Thank you for considering my request for this unpaid leave. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]