

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Request for Crime Victim Protection Leave

Dear [Manager's Name or HR Representative],

I am writing to formally request a leave of absence from my position as [Your Job Title] for reasons related to being a victim of a crime. I am requesting this leave to ensure my safety and to participate in legal or recovery proceedings.

I anticipate that my leave will begin on [Start Date] and I expect to return to work on [Return Date].

This leave is requested for the following purpose(s):

- To seek a restraining order or legal protection.
- To seek medical attention or psychological counseling.
- To participate in safety planning or relocation.
- To attend court proceedings or meetings with law enforcement.

I have attached the necessary documentation to support this request, as required by law and company policy. I understand that this information is sensitive and request that it be kept strictly confidential.

I will keep you informed of any changes to my expected return date. Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]