

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Application for Casual Leave

I hope this message finds you well. I am writing to formally request casual leave for [number of days] days, from [start date] to [end date], due to [brief reason for leave, e.g., personal reasons, family commitments, etc.].

I have ensured that my responsibilities are managed during my absence.

[Optional: Mention any arrangements you have made, such as delegating tasks to a colleague.]

I would appreciate your understanding and approval of my request. Thank you for considering my application.

Best regards,

[Your Name]

[Your Job Title]