

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Manager/Principal/Head of Department

[Company/School Name]
[Company/School Address]
[City, State, Zip Code]

Subject: Application for Leave

Dear [Manager's/Principal's Name],

I am writing to formally request leave from [start date] to [end date] due to [reason for leave, e.g., personal reasons, illness, family obligation, etc.].

I understand the importance of my responsibilities and assure you that I will ensure a smooth transition of my duties in my absence. I will make sure to complete all pending tasks before my leave and will be available for any urgent matters via [email/phone].

I kindly request you to consider my application and grant me leave for the stated period. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title/Class/Position]