

[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: Casual Leave Request

I am writing to formally request a casual leave of absence for [number of days] days, from [start date] to [end date], due to [brief reason for leave].

I assure you that I will complete all my pending tasks and ensure a smooth handover before my leave. I will also be available via [phone/email] for any urgent matters.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]