

[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],

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

I will ensure that all my responsibilities are handled before my leave, and I am happy to assist in any way to ensure a smooth transition during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]