

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Leave Application

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [reason for leave].

I have attached [mention any documents attached, e.g., medical certificate, travel itinerary] for your reference.

I assure you that I will ensure all my responsibilities are managed before my leave and will be reachable at [your contact information] for any urgent matters.

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

Sincerely,

[Your Name]
[Your Position]