

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a Leave Travel Concession (LTC) as outlined in our company policies.

I would like to apply for LTC for the duration of [start date] to [end date]. The purpose of my travel will be [briefly explain reason, e.g., visiting family, vacation, etc.].

I have ensured that my responsibilities will be managed in my absence, and I have attached all necessary documents supporting my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]