

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

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

Dear [Recipient's Name],

Subject: Application for Leave Travel Concession (LTC)

I hope this letter finds you well. I am writing to formally apply for my Leave Travel Concession for the period of [start date] to [end date], as per [applicable policies/regulations].

The details of my planned travel are as follows:

- Destination: [City/Country]
- Purpose of Travel: [e.g., vacation, family visit, etc.]
- Mode of Travel: [e.g., air, train, etc.]
- Accompanying Members: [Names and relationships of family members, if applicable]

Please find attached the necessary documents for your reference:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would appreciate your prompt approval of my LTC application. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Designation]
[Your Employee ID, if applicable]