

[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],

Subject: Request for Leave Travel Concession (LTC) Benefits

I hope this letter finds you well. I am writing to formally request the approval of my Leave Travel Concession (LTC) benefits as per the company policy.

I have completed all necessary documentation regarding my travel plans, which include [briefly state travel details, e.g., destination, dates]. I believe that this travel will not only provide me with a well-deserved break but also allow me to recharge and return to work with renewed energy and focus.

I kindly request that my application for LTC benefits be processed at the earliest convenience. I am more than willing to provide any further information or documentation required to facilitate this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]