

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Subject: Application for Leave Travel Concession (LTC)

Dear [Recipient's Name],

I am writing to formally apply for Leave Travel Concession (LTC) for the [mention the period, e.g., annual leave from Date to Date]. As per the guidelines, I wish to avail myself of this benefit for travel to [destination].

In support of my application, I have attached the necessary documents, including:

1. Leave approval from [supervisor/authority's name]
2. Travel itinerary
3. Any other requisite documentation

I kindly request your approval for my LTC application. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title/Position]

[Your Department]