

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

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

Dear [Recipient Name],

Subject: Request for Leave Travel Concession (LTC)

I hope this letter finds you well. I am writing to formally request Leave Travel Concession for my planned travel.

I would like to apply for LTC for the period of [start date] to [end date]. The destination I intend to travel to is [destination], and the reason for this trip is [brief description of purpose].

As per the company's policy, I am eligible for LTC, and I have attached all the necessary documentation to support my request, including travel itinerary, leave application, and any other required forms.

I appreciate your assistance in processing my request. If you require any additional information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Department Name]