

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Leave of Absence

I am writing to formally request leave under the Leave Travel Concession (LTC) policy. I intend to utilize this leave for travel to [destination], with plans to depart on [start date] and return on [end date].

The purpose of this travel is [briefly explain the reason for travel, e.g., family visit, vacation, etc.]. I have ensured that my current responsibilities are managed and will be [mention any arrangements made for workload coverage].

I kindly request your approval for this leave and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]