

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Leave Travel Concession

I am writing to formally request a Leave Travel Concession (LTC) as per the company policies. I plan to make use of this benefit for my upcoming travel to [destination] during the period of [start date] to [end date].

Details of the travel are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- Purpose of travel: [brief description of purpose]
- Travel dates: [start date] to [end date]
- Mode of transport: [train/flight/car, etc.]
- Accommodation details: [hotel name or address, if applicable]

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]