

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Request for Leave Travel Concession (LTC)

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

I am planning to take leave from [start date] to [end date] for [reason for travel, e.g., family visit, vacation, etc.], and I would like to avail of the LTC during this period.

Please let me know the necessary documentation or procedure needed to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Department]