

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: LTC Request Notification

I am writing to formally request Leave Travel Concession (LTC) for my upcoming travel plans. I wish to avail myself of this benefit as per the company's policy.

Details of my proposed travel are as follows:

- ****Travel Dates:**** [Start Date] to [End Date]
- ****Destination:**** [Travel Destination]
- ****Mode of Travel:**** [Train/Flight/Personal Vehicle]
- ****Number of Dependents Traveling:**** [Count/Names]

I have attached all necessary documentation to support my request including [relevant documents, if any].

I appreciate your consideration of my request and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Employee ID (if applicable)]