

[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: Leave Travel Concession (LTC) Request for [Specific Dates]

I am writing to formally request Leave Travel Concession (LTC) for my upcoming travel from [Start Date] to [End Date].

I plan to travel to [Destination] during this period for [purpose of travel, e.g., family visit, vacation, etc.]. I have attached the necessary documentation to support my request and ensure compliance with company policy.

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

Thank you for your understanding.

Sincerely,

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