

[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],

I am writing to formally request [specific details about the LTC request, e.g., "Leave Travel Concession (LTC) for the year [year]"].

[Provide details about the reason for the LTC request, including relevant dates, destinations, and any supporting information that justifies the request.]

I have attached [any relevant documents, if applicable] to support my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Employee ID, if applicable]