

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

Dear [Recipient Name],

Subject: Request for Leave Travel Concession

I hope this letter finds you well. I am writing to formally request a Leave Travel Concession (LTC) for my upcoming travel plans.

I am planning to travel to [Destination] from [Start Date] to [End Date] for [reason for travel, e.g., a family visit, vacation, etc.]. As per the organization's policy, I would like to apply for LTC to avail the benefits provided to employees for this journey.

I assure you that all necessary documents, including travel itineraries and supporting evidence for leave, will be submitted in accordance with the necessary policies.

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

Sincerely,

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