

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[ZCC Office/Recipient Name]
[ZCC Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Leave of Absence

I hope this letter finds you in good health and high spirits. I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., personal commitments, medical reasons, etc.].

During my absence, I assure you that I will take all necessary measures to ensure that my responsibilities and commitments are managed effectively. [Optional: Mention any arrangements made or colleagues who will cover your duties].

I kindly ask for your understanding and support during this time. I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title] (if applicable)