

[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],

I am writing to formally request casual leave from [start date] to [end date] due to [brief reason, e.g., personal matters, family commitment, etc.].

I have ensured that my current responsibilities are managed during my absence. [You can add any details about delegation of tasks or coverage if necessary].

I appreciate your understanding and support.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]