

To

The Manager

[Company Name]

[City]

Date: [DD/MM/YYYY]

Subject: Application for Leave

Respected Sir/Madam,

I hope this message finds you well. I would like to inform you that I am unable to attend office from [start date] to [end date] due to [mention reason – illness/personal work/family matter].

I kindly request you to grant me leave for the above-mentioned period. I will ensure that all my pending work is completed or handed over to my colleague before my leave.

I shall be grateful for your understanding and approval.

Thanking you.

Yours sincerely,

[Your Name]

[Designation]

[Employee ID]

[Contact Number]