

[Your Name]  
[Your Position/Title]  
[Department/Section]  
[Your Contact Information]

Date: [DD/MM/YYYY]

To,  
[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]

**Subject: Application for Leave of Absence**

Respected Sir/Madam,

I would like to formally request a leave of absence from [Start Date] to [End Date] due to [Reason for Leave].  
Kindly grant me permission for the mentioned period.

I assure you that I will complete all my pending work before my leave and will ensure a smooth workflow in my absence.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Employee ID/Number]  
[Contact Information]