

DD Month YYYY

To,
[Recipient's Name]
[Designation]
[Company/Organization Name]
[Office Address Line 1]
[Office Address Line 2]

Subject: Application for [Type of Leave] from [Start Date] to [End Date]

Dear [Recipient's Name/Sir/Madam],

I am writing to formally request [number of days] days of [type of leave: e.g., annual, medical, personal] leave from [start date] to [end date] due to [brief reason, e.g., personal reasons/medical treatment/family commitments].

I have ensured that all of my responsibilities are on track and have handed over urgent tasks to [colleague's name, if any]. I will be reachable on my phone/email in case of any emergencies or if my assistance is required during my absence.

I kindly request you to grant me leave for the mentioned period. I will resume my duties on [date of return]. Please let me know if any additional documentation or information is required.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Designation]
[Employee ID]
[Contact Information]

Enclosures: [if any, e.g., Medical Certificate, Travel tickets, etc.]