Subject: Application for Casual Leave

Dear Mr./Mrs. {Recipient’s Name},

I am writing to you to let you know that I have an important personal matter to attend at my hometown due to which I will not be able to come to the office from {start date} to {end date}.

I have discussed and delegated my tasks to {person's name} & have instructed them to call me for any help during my absence.

I will be obliged if you consider my application for approval.

Yours Sincerely,  
{Your Name}