## Sub: Leave Request

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

This is to bring to your kind attention that I have planned a trip with my family to \_\_\_\_\_\_\_\_\_ for sightseeing. The trip is scheduled for \_\_\_\_\_\_\_\_\_\_\_ days. Therefore, I am informing you officially stating my absence from \_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_ days.

In the meantime, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be handling my responsibilities in my absence.

He will be submitting the weekly reports to you till I join. We all are very much excited about the trip. I would request you to consider my application as an official leave application and grant me leave for \_\_\_\_\_\_\_\_\_\_ days i.e., from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will be resuming my duties on \_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking you,

Yours sincerely,