From,  
Jennifer Varghese  
Accounts Manager  
IT Technologies Ltd.  
Florida

Date (Date on which letter is written)

To,  
Mr. Michel John  
Personnel Manager  
IT Technologies Ltd.

Sub: Leave application

Dear Mr. John,

I would like to bring to your kind attention that I would not be present in the office for three days as I am going out with my family on vacation after a long time. My children are very much excited for the same. I am writing this letter to officially inform you that I would like to take leaves from 3rd September to 6th September for the vacations.

I have already finished my data processing job and submitted the ledger file to our Team Leader. You can contact me anytime on my phone if needed.

I hope you will consider my request and process the leave application at the earliest. I will resume my duties from 7th September onward.

Thanking you

Yours sincerely,

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Jennifer Varghese