## Sub: Leave Request

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

This letter a fromal letter to inform you about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mention the reason). I am away from work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mention date). I will be back from\_\_\_\_\_\_\_\_\_\_\_\_\_( return date).

Currently I am working on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(mention project you are working on). I promise to complete the project before I take leave. In my absence, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of person who is capable of completing your work) will complete my work. Or for any other query, you can mail me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(email id).

Thank you so much for considering my leave. In case of any work emergency, you can contact me at \_\_\_\_\_\_\_\_\_\_\_ (contact number).

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_