To,

The Manager / HR Department,

[Company Name],

[Office Location / City], [State]

Date: [DD/MM/YYYY]

Subject: Application for leave from [Start Date] to [End Date]

Respected Sir / Madam,

I am [Your Full Name], working as [Your Designation / Role] in the [Department / Line Name] department with Employee ID [Your Employee ID].

I would like to request leave from [Start Date] to [End Date] due to [mention reason, e.g., personal work / family commitment / health issue]. I have ensured that my pending tasks are updated and will coordinate with my team/colleague upon my return.

Kindly approve my leave for [Number] day(s).

Thanking you.

Yours sincerely,

Name: [Your Full Name]

Designation: [Your Designation / Role]

Department: [Department / Line Name]

Employee ID: [Your Employee ID]

Contact No.: [Your Mobile Number]