

To
The Manager,
Company name.
City name.

Date:

Sub: Leave application.

I am writing this letter to seek your approval for leave on **[date]** due to an important personal reason. I hope you understand my situation and please approve my leave request.

In case of any emergency work, I will be available on my mobile no 9124XXX598.

Thanking you.

Sincerely,
Your name.
Designation.
Department.