Name of the Applicant

Address of the Applicant

Date

Name of the Supervisor

Designation

Address of the Company/Organization

Ref: Application for (type of) Leave

Dear Mr. /Ms. (Last Name),

I hereby wish to apply for (one day’s casual leave) on (Date), (Day), as I have to (attend an important family commitment).

I request you to kindly approve my application and sanction the leave.

Thanking You,

Sincerely,

(Name of the Applicant)