**Leave Request Letter to Boss**

From,

Mr. JP. Khurana,

A- 3Z, Gold Palace Society, Alaska, USA - 10009 [rty@gmail.com](mailto:rty@gmail.com)

Date: 4 Aug 2000 To,

Sam God Line Tower,

Near AS Chruch

San Diego, USA-800090 Respected Sir,

I JP Khurana, working as ------------ (designation) would like to request you to consider my leave application from ------- to ----------- (mention dates) because

--------- (mention the reason).

I assure you that the work will not be affected in my absence and I will complete all the pending tasks before I leave from the office. I will also explain the team members about the work that needs to be checked daily and keep a record of in my absence.

I would request you to consider my application and grant me permission for the same.

Thanking you,

Yours sincerely, JP Khurana