

Leave Request Letter to Boss

From,
Mr. JP. Khurana,
A- 3Z, Gold Palace Society,
Alaska, USA - 10009
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

