**Request Letter for Leave of Absence**

From, Disney Kitty,

Fairy Street 402, Alaska, USA-0056

Date: 8 March 2067 To,

Yash Chawla,

Kohinoor Road, Red-905/45 USA - 778890

Dear Yash

This letter is a formal way of requesting for my leave of absence from ------- to ---

---- (mention dates) due to ----------- (mention the reason of taking leaves).

I will be returning to the office on ----- (mention the date). I also assure you that I will take care of all the responsibilities I have toward my work. I will complete all the pending tasks and will also assure that the work is duly checked every day and also a check is kept on client updates. I will also inform you about the updates and necessary information that the team would require in my absence.

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

I would also like to thank you for your support and consideration.

Yours Sincerely, (Your Signature) Destiny Kitty