

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

