

**From:****Ram Lochan Singh**

Software Programmer

Bharathbrands Pvt. Ltd.

**To:**

The Chairman

Bharathbrands Pvt. Ltd.

Chennai, India

**Subject:** Leave Request for Travel and Wedding Ceremony

Dear Sir/Ma'am,

Good evening.

I am writing to request leave on the following dates:

- **17th, 18th, and 19th April 2025** – for traveling to my hometown to spend some time with my parents, whom I haven't seen in the past eight months.
- **25th, 26th (Saturday), 28th, 29th, and 30th April 2025** – to attend my best friend's wedding ceremony.

I will ensure to remain available on call for any urgent matters during this period and will respond promptly as needed.

I sincerely appreciate your kind consideration of my request.

Thank you.

**Best regards,**

Ram Lochan Singh