

# Reminder Email

Subject: Leave Request Reminder for October.

Dear Jay Patel,

I recently sent you a leave request **for the week of 1st October to 7th October 2024**. I want to visit Haridwar with my family. Could you please confirm whether my leave request has been granted? Once I have your approval, I can book Tickets.

Thank you for your attention to this matter. If you need any further information or if there are any concerns, please feel free to contact me.

Best Regards,  
Parth Namjoshi  
Front-End Developer.  
9998371383