To,

The Director,   
 Votive Technology pvt,  
 Indore(M.P)

Subject: Application for Leave holiday

Dear Sir,

I am writing this letter to request you to kindly grant me Five days holidays from 28-02-2018 to 05-03-2018 to attend to personal commitments. I will join back office on 06-03-2018.

I am going to home for Holi Festival.  
  
I request you to please grant me Permission for holidays leave.

Thanking you,

Yours Sincerely,

Awadhesh Kumar.