Subject : [Casual] leave Application for personal reason

Dear HR,

            I am writing this mail to inform you that I need **leave** for **attending the marriage** of my cousin sister between 23rd Jan 2021 to 27th Jan 2021. As I know there is some **annual leave** is **pending.**

My discussion is done with my team leader **Abhishek Sir** and my work has been done by the other team members so **Abhishek Sir** allows me to take leave.

            I hope your answer will be positive for the leave application.

Thanks and regards,

Chirag Katrodiya