**Leave application email sample 1**

**subject:** An application for leave from [start date] to [end date]

Respected Mr./Mrs. [Name of the recipient] or (sir /madam),

I am writing this application to request leave from the office. Actually, I have to attend a family function at [name of the place]. For attending the same, I won’t to leave from [start-date] to [end date] .

It is really important for me to attend this function, being a responsible member of the family. After attending the function, I will be join back the office on [date]. I have cleared all the priority tasks for the upcoming week and have delegated my colleague, [ Name of the colleague] for any argent matters.

As for attending the function, I have to go to Mumbai, therefore, I will have to leave early on the evening of [date] to be in time at the airport and avoid further delays.

Please consider my leave application and approve the same for the aforementioned period. I shall be really grateful to you.

Yours sincerely,

[Name]