Dear \_\_\_\_\_\_\_\_\_\_(Mr./Mrs. Recipient’s Name),

I am writing to you to let you know that \_\_\_\_\_\_\_\_\_\_(reason for leave) due to which I will not be able to come to the office from \_\_\_\_\_\_\_\_(start date) to \_\_\_\_\_(end date).

I have discussed and delegated my tasks to \_\_\_\_\_\_(person's name) & have instructed them to call me for any help during my absence.

I will be obliged if you consider my application for approval.

Yours Sincerely,  
\_\_\_\_\_\_\_\_\_(Your Name)