Subject : Gentle Reminder: Leave Approval Request

Dear Bhavesh sir,

I hope this email finds you in good health. I wanted to gently remind you of my leave request for 25/04/2025. I understand you must be occupied with various responsibilities, and I appreciate your consideration of my request.

If there is any additional information you require or any questions, please let me know, and I will be happy to provide them promptly.

Thank you for your understanding, and I look forward to your positive response.

Warm regards,

Kajal Patel

9426312865