**Leave Application for chat Puja**

[Recipient's Name]

[Recipient's Designation]

[Company Name]

Subject: Leave Application for Chhath Puja Celebration

Dear Sir,

I hope this message finds you well. I am writing to request a leave of absence from 16-11-23 to 21-11-23 to celebrate Chhath Puja, a significant cultural festival for me and my family.

Chhath Puja is a festival that honors the Sun God Surya and Chhathi Maiya, the goddess of power and prosperity . it is a traditional festival celebrated with great devotion, and it requires my presence to perform the rituals and share the festivities with my family.

I understand the importance of my role in the team. I am willing to provide any assistance necessary to ensure that my responsibilities are adequately covered during my absence.

Thank you for considering my request. I am looking forward to your approval and appreciate your support in maintaining a healthy work-life balance.

Best regards,

Ritu Kumari

[Your Employee ID]

[Your Position]

[Your Contact Information]