Dear Sir/Mam,

Greeting of the day!!

I am writing this letter to request you to grant me ……….. (Mention Days) Leave

From.. ..….To ………. (Mention Dates). I will be back to the office on ……… (Mention Date).

(Mention reasons for availing leave).

I request you to grant me leave for …………. (Duration) and oblige.

Thanking you,

Yours Sincerely,

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