

**Ambattur, Tamil Nadu September 9, 2025 The Manager ABC  
Company Ambattur**

September 10, 2025

**Subject: Application for Leave**

Dear Sir/Madam,

I am writing to request leave for three days from September 15 to September 17, 2025, due to personal reasons. I assure you that I will complete all pending work before my absence and will be available to assist remotely if needed.

I kindly request you to grant me leave for the mentioned period.

Thank you for your understanding.

Sincerely, [Your Name] [Your Position] [Contact Information]

---