Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Leave Application to Attend Son’s Graduation Party |

Respected Sir,

My son Meezo has graduated and the award ceremony is going to be held on 25th April at 9:30 A.M. The duration of the ceremony is two hours.

I and my wife are invited to the ceremony as Meezo has got the 2nd position in his class. To cheer this special moment, I request you to please grant me a leave of 3 hours on 25th April from 9:00 A.M to 12:00 Noon. I will be back in the office after lunch.

Thank you.

Your sincerely

[Name Here]

[Designation]