Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Leave Application to Settle at New Home |

Respected Sir,

It is to bring in your attention that I have recently shifted to my new home at Avenue Field II, Parklane. The shifting of the home was planned for the coming vacations, but my old landlord had to evacuate us due to legal reasons. So, in this time I am in trouble as my house is completely in disordered form.

I must arrange things at my new home and for this, I need to have at least two days off from the office.

Please accept and approve my leave application for two days. I will be much thankful to you.

Thanks

Your sincerely

[Name Here]

[Designation]