Date

To

[Recipient Name]

[Organization Name]

[Street Address City, ST ZIP Code]

Dear/Respected [Name],

I am writing to request a month’s leave from September 25, 20xx to October 24, 20xx. As I mentioned in our conversation earlier, I shall be traveling to Scotland to participate in my sister’s wedding. Since she is alone there, I wish to help her with the wedding arrangements and be a part of her special day.

I am currently working on two projects that are both near completion. I am planning to complete both these projects by Septermber18, 20xx. Apart from that, I have also spoken to Mr. Samuel and he has kindly agreed to take over any pending tasks in my absence.

I shall be available throughout this period via email. Should there be any queries, please email me at [EMAIL] and I will get back to you as soon as possible. I hope you would approve my leave.

Look forward to your cooperation.

Sincerely,

Your Name

Class | Section | Registration No.