

Mr. Shyam Modi
33, M.G. Road,
Nr. Post Office,
Pune, Maharashtra-400325
9876543210

30 January 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts
ABC PQR Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Sub: Leave Application

Dear Mr. S.K. Venkatraman,

Greetings of the day!

This is to inform you that _____, I will not
be able to attend office on _____.

Please sanction my leave and do the needful and oblige.

Thanking you in anticipation.

Yours Faithfully,

Shyam Modi
Senior Accounts Manager