**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 from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_. I will resume my duty from \_\_\_\_\_\_\_\_\_\_\_\_\_.

Please sanction my leave and do the needful and oblige.

Thanking you in anticipation.

**Yours Faithfully,**

**Shyam Modi**

**Senior Accounts Manager**