Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Casual Leave Application |

Respected Sir,

Yesterday I received a letter from the tax department to clear the matter of my tax amount deposit. My tax payment for the house I purchased has some discrepancy that needs to be resolved in my presence at the National Tax Center.

To attend this and to resolve the matter I need three-hours leave from the office on Tuesday 27th of November from 9:00 A.M to 12:00 Noon. I shall be thankful to you for this approval.

Your sincerely

[Name Here]

[Designation]