

**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**