

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

This letter is intended to keep you informed about the leave I had requested the company to grant me dated from [insert the start date of the leave to be taken] to [insert the end date of the leave to be taken], i.e. a period of [insert the period of the leave taken] days/weeks.

I have a __ on [insert the date of the court hearing], for which, I will have to be traveling to [insert a relevant location].

This will be the final hearing after two years of fighting this case, which makes it very mandatory for my presence at this hearing. Since it would be impossible for me to manage with work alongside on that day, I would want to request you to kindly grant me a leave dated from [insert the requested start date for the leave to be taken] to [insert the requested end date for leave to be taken].

I would also like to inform you that [insert the name of the concerned person] has agreed to be taking my substitute for these [insert the period of the leave taken] days/weeks.

I would greatly appreciate your mindfulness towards this leave request and approve the permit for the same.

Thank you very much!

Sincere Regards,

[Insert Full Name of the Sender]

[Insert the Designation at the organization], [Insert the Name of the Organization]

[insert contact details]