

Outstation Leave Application Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company/School Name]

[Address]

[City, State, ZIP Code]

Subject: Outstation Leave Application

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to formally request a leave of absence as I am planning to go outstation for [mention the purpose, e.g., family event, business meeting]. My name is [Your Full Name], and I am employed as [Your Designation] at [Company/School Name].

Details of the leave request:

- Leave Start Date: [Start Date]
- Leave End Date: [End Date]
- Total Number of Days: [Number of Days]

I have made arrangements to ensure that my responsibilities are covered during my absence. I will complete any pending tasks and provide clear handovers to my colleagues. I am committed to ensuring a smooth workflow in my absence.

I kindly request your approval for this leave, and I am willing to adhere to any procedures or formalities required by the company/school. I will remain accessible via [Phone Number] or [Email Address] for any urgent matters or if further clarification is needed.

Thank you for considering my leave request. I appreciate your understanding and cooperation.

Sincerely,

[Your Full Name]

[Your Designation]

[Contact Information]