
Respected Sir,

I wish to apply for 10 working days' leave from the fifteenth of January 2020 till the month's end (fifteenth – 30th January 2020) as I am going on a family excursion. I might want to have your endorsement on my leave of 10 days. Every one of my obligations and the exceptional work will be dealt with by me before I leave.

Anticipating a positive answer at the earliest!

Your's sincerely,

Richard

Content Manager.