
Subject: Casual leave application

Dear Mr. Johnny,

I am composing this application to request seven days' leave. The explanation behind my week-long leave is that I need to go to an Artificial Intelligence workshop from 20th January to 27th January.

This is a gathering as I would experience numerous new and trendsetting innovations that we could use to refresh our technology framework. I will be keen on going to this meeting to find out about the progressive parts of the forthcoming business. With the gathering, there will probably be a two-day workshop wherein I will learn and watch the things for all intents and purposes.

As this meeting is in Frankfurt, I should leave right off the bat the night of 19th January to be on time at the air terminal.

I will continue the workplace on the 28th of January evening. I will be appreciative to you for thinking about my leave application.