

Leave Application for Village Visit to Manager

[Your Name]
[Your Position/Department]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Position/Department]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Request for Leave of Absence

Dear [Manager's Name],

I hope this email finds you well. I am writing to formally request a leave of absence from work to visit my village.

As per my family's tradition and cultural customs, I need to travel to my hometown, [Village Name], located in [State/Province], from [Start Date] to [End Date]. During my time there, I will be attending to family matters and participating in important cultural festivities.

I assure you that I have made arrangements to ensure the completion of any pending tasks before my departure. Additionally, I have briefed [colleague's name] about my projects and responsibilities and will be available via email or phone for any urgent matters that may arise during my absence.

I understand the importance of maintaining productivity and will make myself available via email or phone for any urgent matters that may arise during my leave.

I kindly request your approval for this leave of absence and appreciate your understanding in this matter. Please let me know if there are any specific procedures I need to follow or if you require any further information from me.

Thank you for considering my request. I look forward to your favorable response.

Yours sincerely,

[Your Name]