

# Leave Application for Personal Reasons

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a holiday leave from [start date] to [end date] due to personal reasons. I believe this time off will allow me to address some important matters that require my immediate attention.

I assure you that I will complete all pending tasks and ensure a smooth transition of my responsibilities before my leave. I will also be available via email for any urgent queries that may arise during my absence.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]