

Mr. Shyam Modi  
33, M.G. Road,  
Nr. Post Office,  
NNP, Maharashtra-400025  
9876543210

30 January 2020

To,  
Mr. S.K. Venkatraman  
The Deputy General Manager – Accounts  
Novelty Ltd.  
10056, Lane 3 Industrial Notified Area,  
Pune, Maharashtra

**Sub: Leave Application**

Dear Mr. S.K. Venkatraman,

Greetings of the day!

This is to inform you that \_\_\_\_\_, I will not be able to attend  
office on \_\_\_\_\_.

Please sanction my leave and do the needful and oblige.

Thanking you in anticipation.

Yours Faithfully,

Shyam Modi  
Senior Accounts Manager