**To Date:10/11/2021**

The Manager,

Varun Motors Pvt LTD.

Hyderabad.

**From**

Suresh Konuru,

Employee ID: 1254.

Marketing Executive,

Marketing Department.

Sub: Leave application.

Dear sir/Madam,

 I am writing this letter to inform and to get permission to take a 5 days of leave starting from **11/05/2021** to **15/05/2021** because of some personal reasons.

I hope you will understand my situation and grant me leave for 5 days. I will return to the work immediately after the leave i.e. on **16/05/2021**.

In case of any emergency, I will be available on my mobile.

I shall be obliged to you in this matter.

Thanking you.

Sincerely,

Suresh Konuru.

9123XXX456.