**To Date:**  
The Manager,  
Company name,  
City name.

Sub: Casual leave application.

Dear Sir/Madam,

With due respect, I am writing this request letter to apply for four days of casual leave from **[date]** to **[date]**. After so many days  I am going to visit my native place to see my parents.

So, please give your approval to take **four** days of casual leave. I will immediately return to the work after the leave.

Thanking you.

Sincerely,  
Your name.  
Designation,  
Department.