To Date:

The Manager,

Company name.

City name.

Sub: Leave application.

I am writing this letter to seek your approval for leave on **[date]** due to an important personal reason.  I hope you understand my situation and please approve my leave request.

In case of any emergency work, I will be available on my mobile no 9123XXX456.

Thanking you.

Sincerely,  
Your name.  
Designation.  
Department.