To Mr: ……………………………………………………..

I submit to you an application for leave …………….., starting on …../….../…….. I shall return to work on …../….…./…..., And this is because of ……………………………………………………………………………………………………………..….. I hope you will agree to my request because I am in great need of this leave, and God is the Grantor of success, and you have all my thanks and appreciation

Brought to you by: ………........................………

employee in: …………………..………………

Telephone number: …………………………

Signature: ………………………………………..