From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Permission for holiday

Dear Sir,

I am writing this letter to request you to kindly grant me three weeks holiday from 23September to 13October2013 to attend to certain personal commitments. I will join back office on 14October2013. I also wanted to inform that I have not availed long leave so far in this year.

As I had mentioned earlier, I have enrolled for an 18 month PGDBA course through a Distance-Learning program conducted by Hudson University, Michigan. I have to compulsorily attend their contact program for one week followed by first term examination in the next week.

Since I have to prepare for the same, I request you to grant me holidays for three weeks and oblige.

I will brief my team-mate Frank who will handle my work during my absence. You can contact me on phone at 7638363545 or mail me at [john@mee.com](mailto:john@mee.com) for any urgent requirement.

Thanking you

Yours Sincerely,

\_\_\_\_\_\_\_\_

John