Date: 1 June 2026

To,
Ms. Anita Desai
HR Manager
Northwind Solutions Pvt. Ltd.

Subject: Application for casual leave from 10 June 2026 to 12 June 2026

Dear Ms. Anita Desai,

I would like to request casual leave for three days, from 10 June 2026 to 12 June 2026, to attend my sister's wedding in Jaipur.

I will complete my urgent tasks before I leave. During my absence, my colleague Priya Nair will handle my pending tasks, and I will be reachable on +91 98450 12345 for anything important.

I request you to kindly approve my leave. I will resume work on the next working day after 12 June 2026.

Thank you,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024