

# Leave Letter For Festival

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Subject: Leave Request for [Festival Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from work to celebrate the upcoming [Festival Name], which is scheduled to take place from [Start Date] to [End Date]. This festival holds significant cultural and religious importance to me and my family, and I would like to take this time to participate in the festivities and traditions associated with it.

I understand the importance of maintaining work responsibilities and ensuring minimal disruption to the team's operations. To this end, I have taken the necessary steps to ensure a smooth transition during my absence, including:

1. Completing or handing off ongoing projects to [Colleague's Name] and providing them with detailed instructions on how to proceed in my absence.
2. Informing key clients or stakeholders about my temporary absence and providing them with an alternative point of contact during this period.
3. Setting up an out-of-office notification on my email and phone to redirect inquiries to the

appropriate colleague.

I am committed to ensuring that my absence does not hinder the team's progress, and I will make myself available for any urgent matters that may arise during this time.

I kindly request your understanding and approval for this leave of absence so that I can fully participate in the [Festival Name] celebrations and return to work recharged and ready to contribute effectively. I assure you that I will diligently adhere to any work-related commitments before and after the festival.

Thank you for considering my request. I appreciate your support in this matter. Please feel free to contact me if you have any questions or require further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Enclosure: If applicable, you can include any supporting documents such as festival event details or travel arrangements.]

[CC: [Supervisor's Name]: If you wish to copy your supervisor for awareness.]