

Casual Leave Request Letter

Dear [Manager Name],

I would like to request casual leave for [Number of Days] from [Start Date] to [End Date] to attend personal matters. I have ensured that my responsibilities are managed during my absence.

Your approval would be greatly appreciated.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-request-letter>