

# Application for 10 Days Leave

## 1. Application for 10 Days Leave for Family Vacation

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Application for 10 Days Leave for Family Vacation

Respected Sir/Madam,

I am writing to formally request your approval for a 10-day leave, starting from [start date] and ending on [end date]. The purpose of this leave is to spend quality time with my family on our annual vacation.

My family and I have planned a trip to [destination], and all arrangements have been made. I believe this break will allow me to relax, rejuvenate, and return to work with renewed energy and focus.

During my absence, I have taken the necessary steps to ensure that my responsibilities are covered. [Colleague's Name], who is familiar with my work, has kindly agreed to oversee my tasks. I am confident that he/she will handle things efficiently in my absence.

I will ensure that all my current tasks are completed, and any pending work is handed over to [Colleague's Name] before I leave. Additionally, I will be reachable via email for any emergency situations or critical decisions.

I hope you will consider my request favorably. I assure you that I will make up for any lost time upon my return.

Thank you for your understanding and support.

Yours sincerely,

[Your Name],  
[Your Position],

[Your Employee ID]

Date: [Current Date]

## **2. Application for 10 Days Leave Due to Health Recovery**

To,

The Manager,  
[Company's Name],  
[Company's Address],

Subject: Application for 10 Days Leave Due to Health Recovery

Respected Sir/Madam,

I hope this letter finds you in good health. I am writing to formally request a leave of absence for 10 days, from [Start Date] to [End Date], for health recovery.

Recently, I have been diagnosed with [Specify health condition, if comfortable sharing], and my doctor has advised me to take complete rest for a speedy recovery. During this period, I will be undergoing treatment and will not be able to attend to my duties effectively.

I understand that my absence might cause some inconvenience, but I assure you that I have delegated my immediate responsibilities to [Colleague's Name], who is competent and well-versed with the ongoing projects. He/she has kindly agreed to oversee my tasks during this period.

Please consider this letter as a formal leave application and grant me the leaves accordingly. I attach herewith the medical certificate for your reference. I will ensure to check my emails periodically in case of any urgent work or important communication.

I apologize for any inconvenience caused by my absence and thank you for your understanding and support during this time. I look forward to resuming my work as soon as I recover.

Yours sincerely,

[Your Name],  
[Your Position],  
[Your Employee ID]

### **3. Application for 10 Days Leave for Participation in a Sports Event**

To,  
The Principal,  
[Your School Name],  
[City Name],  
[State Name],  
[Pin Code]

Subject: Application for 10 Days Leave for Participation in a Sports Event

Respected Sir/Madam,

I, [Your Full Name], am a student of Class [Your Class], Section [Your Section], in your esteemed institution. I'm writing this letter to seek your permission to grant me leave for a period of ten days, from [Start Date] to [End Date].

The reason for this request is that I have been selected to participate in the upcoming [Name of the Sports Event], which is going to be held in [City Name], [State Name]. This event is not only important for my personal growth in sports but also carries a significant opportunity to bring laurels to our school at a national level.

I assure you that I will take extra classes and consult with my teachers and classmates to compensate for my academic loss during the leave period. Also, I will ensure to submit all my pending assignments before the commencement of the event.

I kindly request you to consider my application and grant me leave for the mentioned period. Your approval will immensely help me to perform well in the event without worrying about my academics.

Thank you for considering my request. I am looking forward to your positive response.

Yours sincerely,

[Your Full Name]

[Roll Number]

[Date]

## **4. Application for 10 Days Leave to Attend a Family Wedding**

To,  
The [Position of the person],  
[Name of the Organization],  
[Address of the Organization],

Sub: Application for 10 Days Leave

Dear [Name of the person],

I hope this letter finds you in good health and high spirits. I am writing this letter to inform you that I need to take a leave of absence from work for a period of ten days. The leave would be effective from [Starting date of leave] to [Ending date of leave].

The reason behind this leave application is that there is a wedding in my family. As it is a significant occasion, my presence is required to participate in the various rituals and traditions that are to be held during this period. Considering the importance of family values in our Indian culture, I, being an integral part of the family, am expected to be present throughout the entire event.

I assure you that all my responsibilities and ongoing projects have been delegated to my team members and I have taken all necessary steps to ensure that my absence does not hinder the workflow in any manner. I am also available over the phone and email in case of any urgent requirements or emergencies.

I request you to kindly grant me leave for the mentioned period. I shall be highly obliged for your understanding and support in this matter.

Thank you for considering my application. I look forward to your positive response.

Yours sincerely,

[Your Name]

[Your Position]

[Your Contact Details]

[Date]

## **5. Application for 10 Days Leave for Educational Tour**

To,  
The Principal,  
[School Name],  
[School Address],  
[City, State, Pin Code]

Subject: Application for 10 Days Leave for Educational Tour

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class], section [Your Section] of your esteemed school, humbly write this letter to request a leave of absence for a period of 10 days, from [Start Date] to [End Date].

The reason for this leave is that I will be attending an educational tour organized by [Educational Tour Company Name/Institution Name]. The tour aims to provide us with practical knowledge about various historical, cultural, and scientific aspects of our country. I believe that this tour will be highly beneficial for my overall growth and understanding, complementing my studies in a unique way.

I understand that this absence during an ongoing academic session may lead to missing crucial classes and activities. However, I assure you that I will take

the necessary steps to cover up the missed portions by coordinating with my classmates and teachers.

I kindly request you to consider my application and grant me the required leave. Your positive response in this regard will be highly appreciated.

Thank you for your understanding.

Yours sincerely,

[Your Name]

[Your Roll Number]

[Date]