

Three Days Holiday Leave Application

1. Application for Holiday Leave for Family Vacation

To,
The Manager,
[Company's Name],
[Company's Address],
[City, State, Postal Code],

Subject: Application for Holiday Leave for Family Vacation

Respected Sir/Madam,

I, [Your Name], working as a [Your Job Position] in the [Your Department] department, am writing this letter to kindly request you to grant me leave from [Start Date] to [End Date] as I am planning to go on a vacation with my family.

My family and I have planned a vacation to [Vacation Place] during this period. This vacation has been planned for a long time and it will provide me with a much-needed break to rejuvenate and spend some quality time with my family. I believe this time-off will also enhance my productivity at work on my return.

I assure you that I have delegated my responsibilities to [Colleague's Name], who has kindly agreed to cover for me in my absence. I am confident that he/she will take care of all the necessary tasks efficiently. I will also ensure that my work until the leave period is up-to-date, and there won't be any pending tasks.

I humbly request you to consider my application and grant me leave for the mentioned period. I am ready to provide any further information that you may need in this regard.

Thank you for your understanding and consideration.

Yours sincerely,
[Your Full Name]
[Your Position]
[Employee ID]

[Your contact number]

[Your Email Address]

[Date]

2. Application for Three Days Leave for Health Check-up

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

Subject: Application for Three Days Leave for Health Check-up

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed institution, am writing this letter to kindly request you to grant me leave for three days from [Start Date] to [End Date]. The reason for my absence would be to undergo a necessary health check-up that has been scheduled by my family doctor.

Due to the thorough nature of these health tests, the process will take three days to complete. I assure you that I will collect and complete any missed assignments or lectures during my absence. My health is currently not at its best, and attending these check-ups is crucial for my well-being.

I understand the importance of regular attendance at school, but under the circumstances, I hope you would consider my request. I believe that being in good health is crucial for effective learning, and therefore I need to attend this medical check-up.

I have attached the doctor's note for your reference. I would be grateful if you could grant me leave for the aforementioned dates. I apologize for any inconvenience caused and thank you for your understanding in this matter.

Yours sincerely,
[Your Name]
[Roll Number]
[Date]

3. Application for Holiday Leave for Attending a Wedding

To,
[Recipient's Name]
[Recipient's Position],
[Company Name],
[Company Address]

Subject: Application for Holiday Leave for Attending a Wedding

Dear [Recipient's Name],

I hope this letter finds you in the best of health and spirits. I am writing to formally request for a leave of absence from work, scheduled from [Start Date] to [End Date], as I have to attend a family wedding in [City Name].

The event is of great importance to my family and my presence at the wedding is obligatory. It is a significant occasion that allows us to maintain our close familial ties and take part in the joyous union of two individuals.

I understand that my absence may cause some inconvenience, but I assure you that I have planned my tasks accordingly. I have delegated my responsibilities to [Colleague's Name], who has kindly agreed to oversee my work during this period. Furthermore, I will be reachable via email and phone for any urgent matters that may arise.

I will be highly obliged if you could consider my application and grant me the requested leave. I assure you of my utmost dedication and hard work once I resume my duties post my return.

Thank you for your understanding and support. I am looking forward to your positive response.

Yours sincerely,
[Your Full Name]
[Your Position]
[Your Contact Information]
[Today's Date]

4. Application for Three Days Off for Personal Matters

To,
[Recipient's Name],
[Recipient's Position],
[Company Name],
[Company Address]

Subject: Application for Three Days Leave for Personal Matters

Respected Sir/Madam,

I am writing this letter to formally request a leave of absence for three days from [Start Date] to [End Date]. I need this time off due to personal matters that require my immediate and undivided attention.

I understand the responsibilities of my position and have hence taken all necessary steps to ensure that my absence does not disrupt the normal function of our team. I have delegated my tasks to [Co-worker's Name] who has kindly agreed to cover for me during this period. I am confident that they will handle all matters competently, ensuring that the workflow remains smooth.

I assure you that I will check my emails periodically in case there is an urgent matter that requires my attention. I am also ready to extend my support remotely if needed.

I sincerely apologize for any inconvenience caused due to my sudden leave and I am thankful for your understanding. I look forward to your positive response.

Thank you for considering my request.

Yours faithfully,

[Your Name]
[Your Position]
[Your Employee ID]
[Date]

5. Application for Leave for Pursuing a Short Course

To,
The Principal,
[Your School's Name],
[Your School's Address],
[City, State, Postal Code]

Subject: Application for Leave for Pursuing a Short Course

Respected Sir/Madam,

I, [Your Full Name], am currently studying in class [Your Current Class] at your esteemed institution. I am writing this letter to formally request your kind permission to take leave for a duration of [Number of Days of Leave] from [Starting Date of Leave] to [Ending Date of Leave].

The reason for this leave application is that I have been given the opportunity to pursue a short course on [Name of the Course] by [Name of Institution/Organization providing the course]. I believe that this course will significantly contribute to my academic growth and broadening my knowledge horizon in [Specify the Subject/Field related to the Course].

I understand that my absence from school for this period might cause a disruption in my academic progress. Therefore, I am ready to take extra measures to cover up for the missed classes and academic content. I would be grateful if you could instruct my teachers to provide me with the necessary assignments and lessons, which I promise to complete within the stipulated time frame.

I assure you that I will utilize this opportunity to the fullest and bring back new learnings that I can share with my peers.

Thanking you in anticipation of your understanding and positive response.

Yours sincerely,
[Your Full Name]
[Your Roll Number/Class]

[Date]