

# Application for Casual Leave

**Date:** [DD/MM/YYYY]

**To:**  
[Recipient's Name]  
[Designation]  
[Department/Organization]

**Subject:** Application for Casual Leave

**Respected  
Sir/Madam,**

I would like to request casual leave from **[start date]** to **[end date]** due to **[reason]**. I kindly request you to grant me casual leave for **[number of days]** days.

I have ensured that all urgent tasks are up to date and my responsibilities have been delegated to **[Colleague's Name]** during my absence.

I will be available on phone/email in case of any emergencies.

I request you to kindly consider my application and grant me leave for the mentioned period.

**Thanking You,**

Yours sincerely,

[Your Name]  
[Designation]  
[Department/Employee ID]

**CC:** [Optionally add CC if needed]

**Attachment:** [Attach supporting documents if any]

## Important Notes:

- Casual leave is typically granted for personal reasons and short durations.
- Always mention the exact dates and reason for leave.
- Inform your reporting authority in advance whenever possible.
- Ensure work is managed or delegated during your absence.
- Follow your organization's leave policy and attach necessary documents if required.