

Sample Formal Letter for Leave Application for Religious Holiday

This sample formal letter for **leave application for religious holiday** provides a clear and respectful way to request time off from work or school to observe important religious celebrations. It includes essential elements such as the date, recipient's details, a polite opening, the reason for leave, specific dates requested, and a courteous closing. This format ensures that the request is professionally communicated while emphasizing the significance of the religious occasion, thereby facilitating understanding and approval from the employer or institution.

Date: [Insert Date]

[Recipient Name]
[Recipient Position/Designation]
[Company/Organization/School Name]
[Address]

Subject: Application for Leave on Account of Religious Holiday

Dear [Recipient Name],

I am writing to formally request leave from [Start Date] to [End Date] in order to observe [Name of Religious Holiday], which is an important occasion in my faith.

As per the organization's leave policy, I kindly request your approval for my absence during this period. I have ensured that my pending work will be completed beforehand and, if necessary, I will coordinate with my colleagues to ensure a smooth workflow in my absence.

I would be grateful if you could grant me leave for the stated period so I can participate in the religious observances with my family and community.

Thank you for your understanding and consideration.

Yours sincerely,
[Your Name]
[Your Position/Class]
[Contact Information]