**Casual Leave Application Format**

Subject: Casual Leave Application

Dear Mr./Mrs. Supervisor/Manager Name,

I would like to inform you that I have to attend an IT seminar from [begin date] to [end date]. So, I would like to request you for approving my five days leave.

This is necessary to come across various new and advanced technologies. By using it we can update our IT system. I am so excited to attend this seminar to learn about the innovative factors of the IT industry. In this seminar, there will be a two-day workshop from which I will learn and observe many things practically.

As this seminar is in Singapore, I have to leave early to reach the airport on time in the evening of [date].

I can be able to start again my work at the office on [date] afternoon. Therefore, I shall be grateful to you for permitting me to take five days of leave.

Sincerely,

[Employee Name]