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| Casual leave application |

**By:** [AmbitionBox.com](https://www.ambitionbox.com)

**Subject: Casual leave application**

**Dear Mr. /Mrs. (Recipient’s Name),**

I am writing this application to request for seven days leave. The reason for my week-long leave is that I have to attend a telecommunication conference from (start date) to (end date).

This is an essential conference as I would encounter many new and advanced technologies that we could use to update our telecom system. I will be very interested in attending this conference to learn about the revolutionary aspects of the telecommunication industry. With the conference, there will likely be a two-day workshop in which I will learn and observe the things practically.

As this conference is in Frankfurt, I will have to leave early on the evening of (date) to be in time at the airport.

I shall be resuming office on (date) afternoon. I will be grateful to you for considering my leave application.

Sincerely,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_