21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject: Leave letter to boss for going to temple**

Dear Sir,

I want to inform you that I am in dire need of two weeks' leave starting from 20-04-20XX. Since last year, I have been thinking about revitalizing my spiritual powers at a sacred place. For this purpose, I planned with my wife to visit the historical temple of Sri Siva along with our children. There we would perform family rituals and thereafter, meet our relatives as well.

Going through my leave record, you can find that I have accumulated a sufficient number of leaves in my account to use them at the proper time. To me, this is the proper time as the work burden is comparatively less these days. You will find no discrepancy in my absence regarding my work. But still, if there is an emergency or a query, I can be contacted through email at [Email]. I hope you will approve my request to visit the temple.

Waiting for your positive response.

Jacob Leo