**Leave Application Letter for Travelling for Work**

June 12, 20XX

Albert Howard

Managing Director

Ambient Investments

399 Plum Avenue

Jackson, Mississippi 05678

Subject: Leave Application for Traveling

Dear Mr. Howard,

As you are aware, our company has granted a sales promotion project to the Pendleton, Oregon branch of Ambient Investments. I received a call from our project manager, who is in charge of the project is having problems with the staff of that branch. He is asking for the assistance of our senior project staff. The staff at the Pendleton branch needs training and teambuilding. I am requesting that you allow our senior delegation to travel to the Pendleton branch to provide training in the coming week. We anticipate a 3-day training session from June 17, 2028, to June 20, 2028.

Thank you for your consideration,

With regards,

Jack Dunn

Senior Project Manager

(508) 876-2947