**نموذج طلب إجازة بالانجليزي**

……………………………………………………… :To Mr

I submit to you an application for leave …….., starting on …/…./….. I shall return to work on …/…./….., And this is because of …………………….. I hope you will agree to my request because I am in great need of this leave, and God is the Grantor of success, and you have all my thanks and appreciation

Brought to you by: ……………………………………

……………………:employee in

………………………… :Telephone number

………………………………… :Signature