

From

Date:

To

The Station Director,  
All India Radio,  
Chennai - 4.

Sir,

I propose to avail anywhere in India / Home Town LTC for the block year \_\_\_\_\_ - \_\_\_\_\_ by visiting \_\_\_\_\_ for self & following dependant family members during the EL/CL period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.

Sl.No.	Name	Relation -ship	Age (of children)

I am enclosing herewith necessary application for the above leave. I am hereby surrendering 10 days Earned Leave from my leave account for encashment in connection with this LTC.

The details of my previous encashment on LTC are given below:

Sl. No.	LTC Block year	Place of Visit	No. of days of EL surrendered	Encashment availed (Rs.)

Therefore, I request that I may kindly be granted LTC permission and encashment of EL as requested above.

Thanking you,

Yours faithfully,

Encl: leave application