

**FORMAT FOR APPLICATION FOR FAMILY LEAVE
TRAVEL CONCESSION.**

Name and seal of the employer with registration number of the organisation wherever applicable.

To

Station Manager,
Airlines,

.....

.....

Sub: FAMILY LEAVE TRAVEL CONCESSION.

Dear Sir,

This is to request you to please grant the applicable concession for leave travel to our Mr./Mrs./Miss.....Designation..... and the following members of his/her family.

Name	Relationship.
1.
2.
3.
4.
5.

It is certified that the above named persons are entitled to Leave Travel Concession under our Service Rules and that they are not entitled to reimbursement of full normal air-fare, while traveling on leave. They wish to travel on the following sectors.

From To

From To

From To

Yours faithfully,

(Name of the signing officer
with full designation).