

Format 1

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

This is to bring to your kind attention that my _____ is suffering from _____ and I need to take _____ to the doctor for the Casual tests. _____ is already complaining of pain in _____ and is in need of immediate attention for the same. For this purpose, I need to take a leave from office for _____ days.

In my absence, _____ will take care of my clients/role also. I am always available on my mobile, if you need any assistance.

I hope you will consider my application and grant me leave for _____ days.

Thanking you,
Yours sincerely'
(_____)

Format 2

From,
Adam Ray
Sales Manager
ABC Associates

Date (Date on which letter is written)

To,
George Mathew
Senior HR Manager
Infotime Associates

Sub: Casual Leave Application

Dear Mr. Mathew,

I would officially like to update you that my daughter is not well and I would like to take her to the hospital for full medical checkup. For this, I need to take a leave for one day from work. She is suffering from the pain in her eyes and also having fever. We are really worried for her. She is also not going to her school for the past one week.

I have spoken to Samuel and he will meet my clients in my absence and will update you the status on the same. I will submit all the medical reports of my daughter after the check up for your reference.

hope you will understand my situation and grant me leave for one day.

Thanking you,
Yours sincerely,

Edward Smith

Format 3

Dear Mr. John,

I am writing this mail to inform you that I am in need of one day leave on 15th June. I need to take my daughter to hospital in order to check her body and mouth as she is suffering from bodypain for last two days. Though she has consulted my family doctor and taking medicines for these days, it is safe to consult with the expert.

I will be back to office on 16th June and you can reach me any time via my mobile number, which you can find in your database. I thank you heartily for considering my leave application.

Thanking You,

Yours sincerely,

Dianne D. Lockett