**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am writing you to request your permission to go on leave from {start date} to {end date}. The reason for the leave is {list your reason, preferably something urgent such as a family or medical emergency}. This whole situation is unavoidable for me, and I really need to be there to fulfill my obligations and responsibilities.

Thank you for understanding my situation, and please let me know if this will be all right. I’ll be sure to keep in touch while I’m away if anyone needs me by phone or email.

Sincerely,

**[Write Complete Name Here]**

[Contact]