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| Company Name |
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# Leave Request

To: Recipient Name

From: Your Name

**SUBJECT:** Leave Application

Respected Sir/Madam [Name Here],

I need a full day leave due to an emergency at home. I will be joining again and even will try to arrive after the situation is soothed.

Sir/Madam, I require this leave due to the long-term disease of my [Insert Details] who is going to get operated soon. He/she has been admitted to [Name] international hospital for [Details].

I need to stay with him/her in this situation as none of my ménage belongs to this country and we are living apart from our families. I am a responsible employee and never leave my office unless there is a dire emergency.

According to my previous records which may be checked if needed, I have been keen and very particular with my professionalism and work and have never been informing with any complain issued regarding any of my discourses.

Kindly grant me a leave for [X] day(s). I shall be grateful to you.

Thanks, in anticipation.

Your sincerely,