Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Leave Application for Kid got Fracture |

Respected Sir,

My son Meezo was playing in the football ground with his friends when he got an accident yesterday. The accident was serious as he got his right leg fractured. I had to take him to the hospital where he is under intense care unit.

My wife Sam cannot handle this situation alone. So, I need some days off from the office to help my son get recovered.

Please accept my application for leave for one week. In case the situation gets better I will be joining back before time.

Your sincerely

[Name Here]

[Designation]