Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Leave Application for the Death of a Relative |

Respected Sir,

Peter Higgs the brother of my wife has passed away last Saturday in an accident. The family has planned the funeral ceremony to be held at 56-Avenue Park at 3:00 PM Tuesday.

I am writing this application to grant me leave of two hours on Tuesday from 2:30 P.M to 4:30 P.M so that I can attend the last rituals of the deceased.

I will be thankful if you consider my application for approval.

Your sincerely

[Name Here]

[Designation]