Leave Application

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| To: | Recipient Name |
| From: | Your Name |
| Date: | Date |
| Subject: | Leave Application for Wife got Sick |

Respected Sir,

This is quite sudden to inform you that my wife has got Malaria that is diagnosed last evening. I have taken her to the hospital where she has got admitted for preliminary medical tests and treatment.

This is the time I must stay with my wife to support her to recover from the diseases. For this, I need to stay off from the office for the coming two days.

I have instructed Ms. Rose to take care of the files you handed over me for insurance reports and called me for any help I can during my absence.

Please accept my application to grant me leave for the said days.

Your sincerely

[Name Here]

[Designation]