Leave Application

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| --- | --- |
| To: | Recipient Name |
| From: | Your Name |
| cc: | Name |
| Date: | Date |
| Subject: | One Day Leave to Look after Wife |

Respected sir,

I want to bring it to your kind attention that my wife is suffering from fever and I want to take her to doctor for a medical test. She is also complaining about pain and in need to be given immediate and proper medical attention.

I am very much concerned about her health. For this purpose, I am required to take leave from office for 2 days.

Thanks

Your sincerely

[Name Here]

[Designation]