**Due to sickness**

This is to inform you that I have been diagnosed with typhoid. My health condition does not allow me to attend the office and perform routine tasks. I have been advised by my doctor to take a rest for at least one week. I have attached my medical certificate and the doctor's prescription as proof of my illness. Kindly grant me leave for one week starting on 13th July. I hope to recover fully during this time so that I can resume office activities as soon as possible.

I shall appreciate your kind consideration.

**Family emergency**

I regret to inform you that I shall not be able to attend office for the next 2 days due to a family emergency. Kindly grant me leave for the 26th and 27th of November. I have guided my assistant to reschedule all due appointments with our clients. I shall take care of all the pending work as soon as I return to work.

I shall be much obliged to you for approval of my leave application.

**Accompany father at the hospital**

With due respect, it is stated that I need to accompany my father to the hospital tomorrow for his routine check-up. I, therefore, request you to grant me leave for one day, 4th May 2018.

I have already completed tomorrow's due tasks. You may also contact me on my phone in case something urgent comes up.

I shall be much obliged to you for granting me the requested casual leave.

**Hospital assistance**

I am working as an assistant accountant in the company. With immense grief, I want to inform you that my father is hospitalized due to a [REASON]. The doctor has suggested bed rest and until he gets discharged from the hospital, I must accompany him. I would like to apply for a three-day leave starting from 26.06.XX till 28.06.XX.

I have requested and guided Mark to cover for me in my absence. He is happy to take up my work. I can be contacted via email and call when needed. I can assure you to look after my pending work as I come back. I would be very grateful if you could approve my leave request.

**Due to bad health condition**

With due respect, I want to mention that I have been working in the company as a [mention designation] for the last two years. I have always been a diligent workforce & for that purpose, you can check my record. I was feeling a real discomfort for the last week. Yesterday I paid a visit to my doctor & he told me that I am suffering from a bad stomach which has badly affected my gallbladder.

He further told me that I need a proper examination done followed by some blood tests. To follow the instructions of my doctor I need to take a break from the office work so that I can spare some proper time for my health. By keeping in view, the above-narrated situations, you are requested to grant me leave for a minimum of one week from [date] to [date].

I shall be utterly obliged if you consider my plea.

**Due to bad weather**

It is respectfully submitted that I come to the office from a great distance. I have learned about the forecasting of bad weather for the whole coming week from [date] to [date]. Unfortunately, the company didn’t provide me pick & drop due to many miles. I come on my own on daily basis via public transport which on normal days is manageable somehow but in such a rainy & stormy week I am afraid that I won’t be able to make sure of my regular presence in the office.

That is why I humbly request you to allow me to have off days when the weather is too averse to cover such a big deal of distance. I assure you that this rare absence in the coming week won’t affect my official targets to be completed on time. I shall be highly obliged for this act of kindness.

**To attend sudden death**

It is requested that I have come to know the very sad news of my grandfather’s death in my hometown some time ago. I am in extreme grievance for the news.

I request you to kindly grant me leaves for about a week from [date] to [date] so that I may go to my family to console them & attend his funeral ceremony. I will appreciate this act of gentleness. Thanking you I remain.

**To accompany a wife who’s on maternity leave**

With much honor, it is stated that my wife is on her maternity leave & is only three weeks away from her delivery of our first child. This is the time when my wife & my child need me the most to take care of them in every possible way. Keeping in view my current situation I plea you to allow me to leave for at least three weeks from [date] to [date] until my child safely comes into the world as this is my right & obligation both at a time.

I knew that I will have to ask for these leaves which is why I have completed most of my tasks beforehand & have submitted them to the concerning authorities as well. During my absence, if you need any clarification or discussion to be made, I will be available on the video call to explain whatever the matter is. I will be highly indebted to you for this favor.

**Annual leave request**

Most respectfully, I would like to apply for my annual leave. According to my work contract with you, I can go on annual leave for a period of 21 days. I believe this is the right time for me to avail of this leave since I have just completed my recent project and there are no more ongoing tasks now. I, therefore, request you to approve my application. I wish to start my leave period from Monday 5th April.

I would like to thank you in anticipation.

**Family unforeseen reason**

With due honor, it is stated that suddenly, my family got trapped in some unforeseen problems. Being the sole wage earner, I must reach there as soon as possible. For that purpose, I appeal to you to kindly grant me leave for at least three days from [date] to [date].

I am on the lookout for your generous approval for this application. I hope that you will recognize the unusual situation & show your consent to leave. I shall be absolutely gratified abundantly.