[Date]

To

[Recipient Name]

[Title]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am sending this letter as an application for my leave on ‘Date’.

Due to some personal family matters, I was unable to attend work. However, they have been resolved and I will be returning to work on ‘Date’.

If you have any questions, please feel free to contact me.

Thank you for your understanding.

With thanks

Mrs. Shaggy