The CEO,

Stars Marketing Company,  
Michigan.

Subject: Causal leave application

Dear Sir,

With due reverences, it is requested that I want to avail of two days' leave from the office. The reason for my leave is that I am to attend a marketing conference which is going to be held from 20-04-20XX to 21-04-20XX at the School of Business Administration, University of Alaska.

To me, this is an essential thing because, by virtue of this conference, I would come across many new and advanced techniques that would help me update my knowledge and enhance my marketing and communication skills. It is beneficial for our company too. The interesting thing about this conference is that it will also cover many revolutionary aspects of the marketing industry. At the end of the conference, there will be a workshop in order to create a practical understanding.

I shall rejoin the office on 22-04-20XX morning. I shall be very thankful to you if you accept my application and grant me the leaves for said purpose.

Yours sincerely,

Anderson

Dated: 18-04-20XX