The CEO,

Stars Marketing Company,  
Michigan.

Subject: Causal leave application

Dear Sir,

With due reverences, it is submitted to you that I want to take my two days off from 21-04-20XX to 22-04-20XX due to urgency. The reason behind is that I am to accompany my mother and take her to the doctor for a routine monthly check-up. I will report on next day morning positively.

If there will be any query regarding my work, you can contact me at my cellular number for clarification. A comprehensive plan of work for the days I want to take leave is also attached to the application. I am sure this workload will be managed efficiently by my teammates.

I hope you will understand my situation. I am waiting for your positive response.

Yours sincerely,

Anderson.

Dated: 18-04-20XX