Rehab Hogan  
The Assistant Professor  
45AK- Nitin Town Area  
Zip Code 43729, Portland

17th April 20XX

Raj Nehan Singh  
The Administrator  
Doughman Sarte College and University  
340-Delhi Heights, Portland

Re. Excuse for Being Absent from Office due to Passport Work

Dear Singh,

It is stated that I cannot attend the university as I have to appear before the manager of the passport office Portland. I had applied for a foreign scholarship recently for my post-doctorate, but the grant was denied because of some technical faults in proceedings. I went to the USA to attend a conference on Medical Sociology in Houston. At that time, I did not know the legal statutes related to government employees’ policy on foreign trips.

I went to attend the conference during summer vacation, that is why I did not feel the need to inform the institution and there was no intrusion for me neither at the airport custom services nor on my return to Portland. I stayed there for two months and resumed my work at the university on a regular basis.

Now I am called for an International Conference on Medical and Mental Sociology in Toronto, Canada. Recently, I came to know the legal proceedings and statutes about government employees’ policy on foreign trips. The conference can play a vital and crucial role in my career, that is why I feel it significant to visit the conference.

I applied for the changes in my passport according to government employees’ passports. The manager from passport office Portland sent me an email yesterday directing to call on Manager of the passport office by tomorrow at 10 a.m. My prompt meeting can result in an immediate solution to my problem in the passport, so I feel I should call on Mr. Nervine, the Manager, tomorrow.

I hope, you shall understand the problem and the crucial need for leave. I shall be thankful if you grant a one-day leave for 18th April 20XX.

I pay my regards and thanks in anticipation.

Sincerely

(Signature)