Benjamin Lucas  
296 Viking Drive, Chillicothe 45601  
Ohio, Unites States

17th April 20XX

Jess Wasem, the Manager  
AMELIA Group of Companies  
Tokyo Heights, Chillicothe 234-J  
Ohio, United States

Re. Excuse for Being Absent from Work due to House Shifting

Dear Wasem,

It is stated that I am an APL from the Department of Design and Distributions in your company. I have been living in the countryside for five years of my migration to the United States. I am living in an area where accommodation is spatial, but it is a far-flung area and it takes too long to work and other places. Markets and other commercial places are also far from the area. My current accommodation makes my budget imbalance too because of the expenses of transportation.

Due to the long distance from home, my punctuality at work is also being affected. You already know that punctuality has a very significant role in making good profiles. Keeping in view the circumstances, I have decided to move from this area and transfer to the city area. Luckily, I am informed by two or more Estate Agents of a few reasonable accommodations.

I know, CEO has ordered not to take any leaves for two weeks as the project manager is going through a crucial period of time but Wasem, if I don’t take this opportunity, finding a reasonable accommodation will become an uphill task for me and you know it is not easy getting inexpensive apartments here in the USA, as it always takes a very long time to find one.

So, I beseech for one day work from home leave and two days’ full leave. I hope, considering the urgency and compulsion of the leaves, you will grant me a three days leave. I have updated the admin about preceding project tasks too so that no other problem related to work arise.

I am looking forward to your kind response.

Sincerely

(Signature)