22-05-20XX

James Anderson  
CEO Michigan Microfinance limited  
City View Tower, Michigan.

Dear Sir,

I hope you will be fine and enjoying the best of health. I am writing this letter to request time off from 01-06-20XX through 15-06-20XX. I know it will never be easy for you to tolerate my absence for so many days, but I have to solve some problems relating to family matters and that is why I want to take these days off.

You know that I am living with my family here in the USA while my brothers and sisters are living in Canada and I am the eldest of all. Unfortunately, in my absence, they had several clashes between them. My younger brother called me last night and requested me to solve this problem. I must state here that we are not having our parents alive and being their eldest brother, it becomes a matter of supreme importance for me to bridge the gap between them and keep them united. Therefore, I request you to accept my time off request so that I would resolve my family issues.

I have talked to Ms. Anna and she has promised me to look after my work in my absence. I have no pending meetings with clients as well. So, keeping in view the above-mentioned facts, entertain my request and give me a chance to say thanks.

Regards,

Watson Lee.