18 July 20XX  
  
Mr. Jonathan Tyler  
Manager  
XYZ Bank  
456 Main St.  
Manchester, AB 1235

Dear Mr. Tyler,

The purpose of writing this letter is to inform you about my absence that will consist of two days from 18-06-20XX to 19-06-20XX and I will be back to work on 20-06-20XX. I am Ralph Sidney, working on the post of XYZ in your organization for the last five years. Being an employee here I did not take any uninformed leave and remained punctual and obedient. I also remained available even in non-working hours and whenever you needed me. As I had already discussed this thing with you that there is my sister’s wedding in the mid of this month and I have to make all the arrangements. So, this letter is a reminder about my absence from the office.

In my absence, I am handing over my project to Miss Elizabeth who will assist you in handling any difficulty. I am so much pleased regarding the facilities that you are providing here to your employees and keeping in view this thing if you need my assistance you can contact me via email. Hopefully, I will try my best to answer it. I would be much thankful to you if you approve my request for leave as I am in dire need of it. I hope to get a positive reply from your side.

Regards,

Ralph Sidney