10-08-20XX

Martin Luther  
Manchester Main Office  
8990 Main Street  
Manchester, Valley Stream 9876

Subject: One Week Leave Application to Boss for a Family Event

Dear Mr. Luther,

I would like to ask you for a formal leave that will consist of seven days from 12-08-20XX to 18-08-20XX and I will join you back on 19-08-20XX. The reason for my leave is the family event. My sister is tying the knot on 12-08-20XX and I must take hold of all the responsibilities. As this moment comes once in a lifetime and everyone wants to make it memorable with some good memories, so right after the next day of her marriage, we all are going on Malaysia tour.

During this time, I will remain available if I am of any help to you. I can be contacted through emails and I will answer all the concerned queries. If this application gets approved, then I will assist you in tackling the workload in my absence.

If you want me to relinquish my work to someone else in the office, we can manage that. I will ask Mr. Neil to take old of my work during my leave days as when he was on leave, I had accomplished his ask and he knows my work’s condition very well.

I am quite satisfied with all the facilities that are provided here to employees. During my six years of joining here, I have not taken a single leave without informing. I would be highly obliged to you for granting me this favor and hope that you will positively respond to my request for leave.

Sincerely,

Edward Jones