11-08- 20XX

The Manager,  
XYZ Firm

Anthony Marlow  
25-789 Street  
(1111) 2345-6788

Subject: Three days leave application to the office for personal reason

Dear Mr. Marlow,

Hope this application finds you in good health. I am, Dorothy Klein, giving my services for the post of XYZ under your supervision for the last five years. During this time span, I remained available even in non-working hours and did not take any leave without informing. The core aim of penning down this application is to seek three days' leave from you.

I want this leave due to some personal reasons and familial issues that I am surrounded by nowadays. I cannot tell the exact reason but the problem is rather serious. It’s getting difficult for me to continue the work along with the problem. I am passing through the tough days of my life and it has made me stressed. My family wants me to be with them at this difficult hour. As a responsible individual, it is my duty now to accompany them in this hard time.

I know that you understand your employees’ problems very well. Keeping in view aforesaid circumstances, I am hopeful that you will grant me leave for three days. Mr. Johnson can better take hold of my work as he has some knowhow of the work I am doing. He will give this favor to me.

I request you therefore to approve my application. I would be very thankful to you for this act of kindness. If you have further queries related to this you can ask me, I am there to answer all of them. Thanking you in advance.

Regards,  
Dorothy Klein