11-08- 20XX

The Manager,  
XYZ Firm

Jenny Winget  
25-789 Street  
(1111) 2345-6788

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

Dear Miss Winget,

I am hereby writing down this application to ask for leave due to some personal allegiance. I want to take leave encompassing for three days starting from 11-08-20XX to 13-08-20XX. I ask for this leave to handle some matters that seek attention and I am impotent to balance it with my work.

I herewith ask for this leave three days earlier to go for an untroubled transition. I was made aware recently that my physical appearance is asked for at the final hearing of my father’s last will left behind. Being his only son and heir, my presence is requested there to accomplish all the legal rituals.

The issue is of significant importance and takes my superseding at this moment. All the current week's work has been finished by me as well as the work of leave days during which I will be unable to join the office. I recommend Mr. Steward in my absence to cover for me. I will be working slightly and consequently in a position to review work reports. Moreover, if you need my assistance I would remain available during these days.

I will resume my duties on 14-08-20XX. I can be contacted on my email and phone number in case of any queries. Keeping in view aforenamed reason, I hope that you will grant me leave by giving favor. Hoping for a prompt response from your side!

Sincerely,

Edward Ralph