To Bangalore,

The Manager, Date:

The ABC Corporation,

Bangalore.

Sub: Request for leave

Dear Sir,

           I am writing this letter to inform you that I have to attend an urgent work related to my daughter's health problem at my native place so I need Two days leave From 02 Jan 2018 to 3 Jan 2018. I will be available on phone for any emergency work purposes. So I request you to please grant me the leave for Two days and I will attend to my duties on 4 Jan 2018.

Thanking you.

Sincerely,

P Santhosh Kumar.