Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I respectfully request you to grant me leave this Thursday, 10th April. I have to attend an event at my kid's school on the mentioned date.

I will brief my team member, John Doe to attend to the client queries during my absence. I will also make sure no important client meetings are scheduled for that day. In addition, I may be reached on my number at any time in case of any issues.

I will appreciate your cooperation.

Sincerely,

Your Name

Enclosure