21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject: Leave letter to boss for a personal reason**

Dear Sir,

I want to forward my request to you to take one day leave due to a personal reason. My sister is going to be engaged tomorrow. To my family, it is an auspicious occasion. In addition, I have a special attachment to her being the eldest of all. I want to share the moments of this special event with my family members.

The responsibility of event arrangement and of the guests has now been put to my shoulders. I am looking after all arrangements and in this condition, it will be very difficult for me to attend the office tomorrow.

Keeping in view this fact, I have completed work pending for tomorrow in advance to avoid inconvenience. I shall be very thankful to you if you allow me to take the day off.

Thanking you in anticipation.

Jacob Leo