21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject: Leave letter to boss for father illness**

Dear Sir,

I want to inform you that I am in dire need of an emergency one week leave from 20-04-20XX to 26-04-20XX owing to a serious family problem. Last week, my father had a severe and sudden heart attack. My uncle was there in my home at that time and called an emergency service. Doctors have advised him complete bed rest for a week. Being a single child of my parents, I thought it my responsibility to stay with my father at home. Mr. Meezo has agreed to take responsibility for all the tasks in my absence.

In case of an emergency or serious query, I can be reached through email at [Email]. I have also informed my potential clients to contact me directly at said email if they will have any query related to me. I would be able to concentrate on my work once I see my family issues during this hard time.

I am waiting for your positive response.

Jacob Leo