[Company Name]  
[Address, City, STATE, Zip]  
[Contact  
[Website]

To

[The Recipient]

This letter has been written to bring in your kind notice the leave permission for ten days that I want on an urgent basis. I am on the post of project assistant in your organization and have been a punctual and hardworking employee from day one. My previous record can make this thing clear to concerned authorities that I remained laborious and engrossed throughout my career. I am writing this letter to take your permission for a leave of ten days because I have to attend the funeral of my sister who died today. This thing has shaken all my family members to the core.

She died because of a heart attack. She was admitted to a hospital in New Jersey and it was her last wish to bury her in native town Valley Stream for last rituals. So, because of this, we have to take her funeral in another city as per her last wish. As you know that Valley Stream is at a far distance from New Jersey and it will take almost 7 hours to take her dead body there. So, it will take at least ten days to pack up the things.

I know that you are expected to visit the company tomorrow and have to talk about the company’s upcoming project but due to all this, I have to take leave. I also know that I was playing meaning and significant role in project development and this project was very important for the fluorescence of my career. You can hand over this project to Mr. Elif as he can handle it well.

I have narrated to you the whole scenario and I am quite hopeful that it rationalizes. I will be back to work soon as I return from New Jersey. Her sudden death has saddened me as she was very close to my heart. I would be obliged to you for granting me permission for ten days' leave.

Regards,

Edward Louis