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

To

[The Recipient]

I am writing this letter to take-off permission from the office due to the death of my uncle. I want to leave for seven days that will start from 15-11-20XX to 21-11-20XX. My friends and family want me at this grieving and saddened moment, and I have to assist them in paying his final rituals. As my uncle’s family was very close to me so I will have enough time to lessen their grief. He died in a car accident and I have to go to Brooklyn for his burial.

If you want to make my position running without any effect, then you can hand over my tasks to any other coworker to fill the gap during my absence. Once I will resume my work then I will complete all the loopholes of work.

I know that I am playing meaning and a significant role in the company’s upcoming project and this project was very important for the fluorescence of my career. To leave for Brooklyn is very important for me because my family is suffering through a great loss and I have to console all of them. If you need any kind of help regarding the culpability of my position, then I can be contacted via email or phone number.

I have described the whole scenario and I am quite hopeful that it rationalizes. I will be back to work soon as I return from Brooklyn. I hope that keeping in view the aforesaid scenario you will allow me to leave for seven days and I assure you that I will remain available all the time in case of need. I will be back to work on 22-11-20XX and I am hopeful that you will understand my situation well.

Regards,

Edward Marlow