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

Subject: Request of leave from [X] to [X]

To

[The Recipient]

I am writing this letter to forward you my formal request for approval of my leave for personal reasons which I was discussing with you yesterday. I told you earlier that I have been suffering from chronic liver disease and this disease is proving itself hazardous for me because I am not able to carry on my work with that much efficiency. Last weekend, I consulted my doctor as to how to do away with this disease. He suggested me to undergo complete medical treatment from [X]. To complete this treatment, I need 8 days and throughout this period, I must stay in the hospital for the treatment.

Since my issue is health-related and is directly related to my work performance, therefore, it is essential for me to undergo this treatment. For this purpose, I hereby ask you to approve 10 days' leave for me starting from the 15th of November 20XX. In my absence, Mr. Lee will take care of my work properly and will be responsible for all the queries related to it. I can also be approached in case of severe emergence but on my personal number.

Moreover, I want to bring this thing to your notice that I have been so punctual since I joined this organization and in the period of the last seven months, I have not taken even a single day off from work. Therefore, keeping in view the situation, I request you to entertain my request and approve my leave for the said reason. I shall be very thankful to you for this kindness.

Yours truly,

Aleeza  
Assistant Manager  
ABC organization.