Mr. Green,  
Head of department,  
HR.

Mr. David,  
Sales Manager,

Dated: 5th January, 20XX

Subject: Permission to be absent from work due to family matter

Respected Sir,

This is to bring to your attention that I, David (employee ID: 2343d) a sales manager at ABC require to take a few days off from work. As you are aware that I had recently filed a divorce case against my wife due to which I have to go to court for hearing purposes. Now that the case is moving towards its end and I have been given dates of final hearing by the court. My dates of hearing are from 8th January-10th January, 20XX, after which there will be no more hearings. It is for this reason that I will not be able to come to the office on the following mentioned dates.

I have completed all my work so that nothing remains to be done from my side. I, therefore, request you to please give me permission to take days off on the above-mentioned dates so that I may resolve my issues. I will be grateful to you.

Yours Sincerely,

Mr. David,  
Sales Manager