

Total Word Count of all letters – 1267

Word Count - 213

## Leave Application for Marriage Event

Date: dd/mm/yyyy

To,  
Reporting Manager,  
Office Address,

Dear Mr/Mrs. {Recipient's Name},

With all due respect, it is to assert that I would like to request for one-week vacation from (dd/mm/yyyy) to (dd/mm/yyyy). I will be back at the job on (dd/mm/yyyy). My sister-in-law is getting married; therefore, my wife and I are planning a week's vacation to attend the ceremony. I have asked the team members if they would be comfortable in my absence working on the XYZ project, and they have agreed. I would submit all the essential tasks before the leaving date. I have provided all my reports to my team leader, and there is no pending work left from my end. I hope you will contemplate my wish and grant me leaves for the dates mentioned above.

If there are any questions or concerns, you can reach me at (mobile number), and while on vacation; I will always be checking my email. You can contact me at xyz@email.com during the holidays.

Please let me know if my vacation request is approved so that I can book the flights and tickets accordingly. Thank you so much for the fortitude and consideration of my application.

Sincerely,

Signature of Employee

Name of Employee

Employee Code, Position of the Employee

Contact no

Signature

Date

Word Count - 181

## Leave Application for Fever

Date: dd/mm/yyyy

To,  
The Principal,  
School Name,  
School Address  
India.

Subject: Leave application due to fever

Dear Mr/Mrs. {Recipient's Name},

I beg to tell you that I even have a high temperature for the past two days. I ate something unhealthy, which disturbed my stomach and caused severe gastrointestinal disorder, which led me to heat and agitation. I even have not been ready to rise and do anything by my very own self. It's causing severe headaches and weakness. I'm taking proper medication to get over sudden temperature. The medicines doctor prescribed me are of high dosage, which makes me tired and drowsy.

It may take more two days to recuperate. I even have to require to leave for two more days to urge into better health and commence my work again. I will be able to attach the prescription with the leave for assurance.

Therefore, it's my humble request to you to think about my situation and grant me leave for two more days.

I shall be very thankful.

Yours Sincerely,  
Name of the Student  
Student Id and Class  
Date  
Word Count - 223

## Leave Application for Sick

Date: dd/mm/yyyy

To,  
Reporting Manager,  
Office Address,

Subject: Leave Required due to feeling sick

Dear Mr./Mrs. {Recipient's Name},

Respectfully, it's to tell you that I'm affected by chickenpox. I'm an employee of your firm for the past five years. I have recently been diagnosed with a viral illness, chickenpox. Thanks to this sudden illness, it might not be possible on my behalf of me to form an appearance at the office for a month. This critical condition has deteriorated my health tons. I am unable to eat correctly and have a nasty body rash. It's impossible on behalf of me to consider anything. I even have been a passionate employee and didn't take any additional leave from work ever. You'll check my employee regularity record for assurance. I might be ready to come after my complete recovery and serve your firm again with the same vigilant and attentive inclination. I hope you're considering my plea and permit me to go away for a month.

I will be available to answer emails and phone calls if you would like urgent help. However, {Colleague's name} will handle my workload to make sure all deadlines are met.

I shall remain thankful for this kindness.

Thank you for understanding.

Yours Sincerely,

Signature of Employee

Name of Employee

Employee Code, Position of the Employee

Contact no

Signature

Date

Word Count - 210

## Leave Application for Accident

Date: dd/mm/yyyy

To,  
Reporting Manager,  
Office Address,

Subject: Sick Leave for Application Due to Road Accident

Dear Mr/Mrs. {Recipient's Name},

It is stated that me, (Name) are a (Job designation; like, Senior Accounts Manager) in your esteemed organization. I would like to place your attention towards an unpleasant incident I even had experienced last night.

Yesterday night, I used to be going back to my home. I used to be at average speed, and everything was safe and sound. Suddenly, a car appeared in another way. The driving force was driving within the wrong lane. I attempted to regulate my motorbike to save lots of myself. But regrettably, the side of the car hit with my leg. Although car speed was slow, I fell. (State your actual cause and situation).

Some people took me to a hospital, and fortunately, I had no fracture; only internal injuries were found. Therefore, I appeal to you to please grant me leave for one week because the doctor has advised me to require complete bed rest for a minimum of seven days to recover the swelling within the leg. (as your requirement).

Thank you for understanding.

Yours Sincerely,

Signature of Employee

Name of Employee

Employee Code, Position of the Employee

Contact no

Signature

Date

Word Count - 145

## Leave Application for Death of Uncle from Office

Date: dd/mm/yyyy

The Manager (Authority name),  
Institute Name  
Institute Address

Sub: Leave Application for Death of Uncle

Dear Mr./Mrs. {Recipient's Name},

I want to mention that my name is (Name), and your company currently employed my uncle named (Name). He joined your company in (Date). Yesterday my dear uncle had an attack, and he died. His death may be a tragic loss for our family. His children aren't sufficiently old to handle post-death affairs like funeral etc. So I appeal to you to kindly grant me a leave for two days (As your requirement).

I hope that keeping insight my problem, and you'll grant me the leave for four days. However, {Colleague's name} will handle my workload to form sure all deadlines are met.

I shall be very grateful to you for this support.

Thank you.

Yours truly,  
Name,  
Job Designation  
Contact no  
Signature  
Date

Word Count - 152

## Leave Application for Exam

Date: dd/mm/yyyy

The Manager (Authority name),  
Institute Name  
Institute Address

Subject: Leave Application for Exam

Dear Mr./Mrs. {Recipient's Name},

It is humbly stated that I'm working as a Junior Clerk (Job designation) in your right office; I even have always tried to perform my job honestly. At present, I'm studying (Degree name) in (subject name) from the (University or institute name) in evening hours. The course which I'm reviewing is sort of relevant to my field of job. For study purposes, I even have also obtained No Objection Certificate from the Headquarters.

As my final examinations are close to being commenced from next week, I need ten days' leaves for the aim of dismemberment within the tests.

It is, therefore, wished you to please approve my application for ten days leaves ranging from

I shall be very grateful to you for this favor.

Yours faithfully,  
Name,  
Job Designation  
Contact no  
Signature  
(Date)

Word Count - 143

## Leave Application for Maternity Leave

Date: dd/mm/yyyy

The Manager (Authority name),

Institute Name

Institute Address

Subject: Leave Application for Maternity Leave Required

Dear Mr./Mrs. {Recipient's Name},

My purpose in scripting this email is to use for maternity leave, as mentioned in our organization's policy for female employees. I would like to avail the leaves for a period of {Number of weeks} weeks, with effect from {Start date} to {End date}. I hope that this request is going to be sanctioned.

As I will be away for a considerably long period, I even have entrusted {Colleague's name} with my responsibilities and duties. I have trained him/her about the necessary processes that are required to be completed daily. Within the case of an unmanageable emergency, please contact me at {Contact number}.

I shall be very grateful to you for this favor.

Yours faithfully,

Name,

Job Designation

Contact no

Signature

(Date)