Dear Sir,

I am writing this letter to request you for a leave of 3 days from 07/04/2022 to 09/04/2022 since I have to attend to an important family function of a close family member. As my family member is situated in Amritsar, I will have to be away for 3 days. So, I will resume work from 10/04/2022.

I shall be reachable on my mobile number and email during the leave.

I will be thankful to you for considering my application.

Your Faithfully,

Aman Tandon.