**Subject: leave extensions.**

Respected Sir,

With due modesty and thankfulness it is to state that your gracious highness had granted me the leaves earlier as well for one week**.** The reason of getting the leaves for another 13 days is now getting more serious as my father’s health issues. Doctors said that I have to stay here as per his health conditions that is very critical. I will be back on 18 or 19 of this month.

Kindly consider the grave issues which I cannot disclose here but I am really in need of getting the leaves. Please grant me the leaves for 13 days more. I shall be highly obliged for this kind act.

Yours Sincerely  
Khalid Iqbal