Leave application email sample : 1

Subject: Application for leave from [start date] to [end date]

Respected Mr. /Mrs. [Name of the recipient] (or Sir/Madam),

I am writing this application to request leave from the office. Actually, I have to attend a family function at [name of the place]. For attending the same, I won't to leave from [start date] to [end date].

It is really important for me to attend this function, being a responsible member of the family. After attending the function, I will be joining back the office on [date]. I have cleared all the priority tasks for the upcoming week and have delegated my colleague, [Name of the colleague] for any urgent matters.

As for attending the function, I have to go to Mumbai, therefore, I will have to leave early on the evening of [date] to be in time at the airport and avoid further delays.

Please consider my leave application and approve the same for the aforementioned period. I shall be really grateful to you.

Yours Sincerely,

[Name]

Sick leave application for office sample: 2

Respected Mr. /Mrs. [Name of the recipient] (or Sir/Madam),

I am writing this application to notify you that I am suffering from a severe viral infection and therefore, I need sick leave from work. I caught this infection last night and I will not be able to come to the office for at least [number of days]. As notified by my doctor, it is best that I take rest and recover properly before resuming work. The letter from the doctor is also attached for your reference

Kindly grant me a leave for [number of days] days. I will be available on phone in case of any priority or urgent cases. Please contact me at your convenience. For urgent matters, I have informed [Name of the colleague] to handle them to ensure that all deadlines are met.

I hope you will understand and grant me leave for the aforementioned period. Waiting for your approval.

Yours Sincerely,

[Your Name]

One day leave application for class email sample: 3

Subject: Application for leave

Sir/Madam,

I am a student of batch [Your batch and section] in your institute.

Actually, I have to go with my mother to visit my grandmother at her place due to some urgent piece of work. Therefore, it is not possible for me to attend school tomorrow. Therefore, kindly grant me leave for one day. I shall be really thankful to you for this kind act.

Thanking you,

Yours obediently,

[Your Name]

[Batch and section]

Leave application email to the Manager sample: 4

To,

The Manager

[Name of the company]

Subject: Leave application for [mention dates].

Respected Sir/Madam,

    Hope this application finds you in the best of your health.

    This is to inform you that as my parents are aging and are prone to fall sick very often. So, as their only child this is my utter responsibility to take care of their health. I have to go the hospital with my parent for their regular medical check-up. Therefore, I request you to kindly grant me [number of days] leave.

    I hope you would provide your utmost consideration to my request.

Thanking you,

Your's sincerely

(Name)