Hello Mam,

Subject: Permission for leave.

I am Satyanarayana from java2 Lab5. I am writing this mail because I want to inform you that I am suffering from headache since last night. So I want to go for the doctor’s checkup. Hence I request you mam to give me the leave for one day.

Thank you mam

Yours sincerely,

Y.Satyanarayana.

I am writing this letter to formally request my annual two weeks’ leave, starting June 1, 2014, so that I may finalize my plans to travel out of the country this summer. I think you will find that I have not taken any days off yet this year, and have 4 remaining days from last year that I did not take. I would like those to be added onto my total leave time, if possible, making my date of departure from work June 1, 2014 and return date June 19, 2013. I would greatly appreciate the addition of these extra days in order to make the most out of my time traveling abroad.

I hope that my work over the past years has spoken for itself in regards to my willingness to put forth as much effort as possible to make up for the lost time once I return from my leave. I appreciate your assistance in this matter.

If any clarification is needed in this matter, please do not hesitate to contact me via telephone at (555)-555-5555. I can be reached periodically during my leave via email at [email] if there are any questions or concerns. I look forward to your response so that I can finalize my travel plans in a timely manner. I thank you for your consideration.

Yours sincerely,

Y.Satyanarayana.