

Writing an email to your manager for seeking leave approval.

Subject: Leave Request

Dear Manager,

I hope this email finds you well!

I am writing this request to grant my leave from [9-4-24] to [11-4-24] because, I have to attend my cousin's marriage.

Meanwhile of my un presence, I have arranged all of my responsibilities and briefed my colleagues on pending tasks. I am sure that my un presence will not impact our team's productivity.

I will be available via email and phone for any urgent matters that may arise during my un presence.

Thank you.

Best regards,

V Sai Priyanka.

Writing an email to manager to resend the document.

Subject: Apology and request for document resend

Hello John,

I hope you're doing well!

I'm writing this to apologize for missing an email received from you after our meeting that included an important document which contains the task for next week. I regret any inconvenience this may have caused to you.

Could you please resend the document mail when you get a moment? I'll make sure to review it.

I hope you understand.

Thank you.

Best regards,

V Sai Priyanka.