

Ms. Dame Greenaway
Kirkby, Liverpool
Merseyside, L35 4HS
November 9, 2010
Mr. Neil Bean
Manager
ELSE Company

Re: Leave of Absence

Dear Mr. Bean,

I am writing this letter to request for a two-week leave of absence effective November 15 to 29. My husband is set to undergo chemotherapy for his lung cancer and I will be taking care of him during his treatment and hospitalization.

I have already submitted the articles assigned to me and am finishing the rest of the articles that are part of my work load for this month. I am confident that my co-writers will be able to revise the articles should there be comments and suggestions from the editors. I have discussed the contents of the articles with the two staff members who will be taking charge of the assignments during my absence.

I can be reached through my phone or email address if my services are needed during my LOA.

Thank you. I hope for your prompt approval.

Sincerely,