**Leave application email to the Manager sample 3**

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)