To : Mr.Henry

From : Crystal

Date : 2018/4/9

Subject: Casual Leave of Absence

Dear Mr.Henry:

I am writing to ask for a casual leave of absence for a week from 2018/3/21 to 2018/3/27. My parents called me and told me my grandfather passed away suddenly in 2018/3/20. So I had to go back home to attend his funeral ceremony. I apologize for the inconvenience I may bring to you.

Best regards,

Crystal

Approval.

Tutor Signature: