**AN EMAIL FOR LEAVE**

**From:** [zubairali1234@outlook.com](mailto:zubairali1234@outlook.com)

**To:** [innovativesystemspk@gmail.com](mailto:innovativesystemspk@gmail.com)

**Subject:** Leave Granting

Asalam o Alaikum

Dear Sir/Madam

I am Zubair Hussain and my job ID is “1446” from IT department. I am here to request you for a leave of two days because of family events, I have to be there with my family. So therefore I am requesting you to grant me two days leave.

Thank you