|  |
| --- |
| Leave application due to death in the family |

By: [AmbitionBox.com](https://www.ambitionbox.com)

Subject: Leave required due to death in the family

Dear Mr. /Mrs. (Recipient’s Name),

I am writing this letter to inform you about the unfortunate and unexpected passing away of my uncle today. I intend to leave tonight and be out of town for the funeral and related arrangements until (date).

I request you to grant me seven days of emergency leaves because of such circumstances.

I trust that my work over the last few years speaks for itself about my willingness to make all endeavors to catch up satisfactorily upon my return. I am confident that my current unfinished tasks will not be negatively affected by this short absence.

Once I return to the office on (date), I hope to be able to concentrate on my work much more effectively.

Thank you for your support during this time.

Yours sincerely,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_