

## LEAVE APPLICATION EMAIL

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## Introduction

Now a day, corporate prefers to have communication via emails whether formal or informal. So, if someone wants to take leave for a certain period of time, he needs to send the email for the same.

Though the same thing can be done via letter also, but sending an email makes you sure that it has reached the right person and it becomes easy for the reader to do the needful in minutes or hours. Why not, we are living in a professional era now.

## Leave Application Email Tips

Following points are considered to be effective to write a leave application via email:

- First and foremost it is vital to be polite and generous in writing a leave application.
- Tone and content of the letter should be formal.
- You must clearly state the reason behind your leave and specify the time period.
- You must attach documents supporting your cause, if required.
- Once you are through writing the letter, please recheck the same for corrections at your end, if needed.

## Sample Leave Application Email

From,

samuelp@ucctech.com

Date (Date on which email is written)

To,

Kristenej@ucctech.com

Sub: Requesting for leave

Dear Ms Joseph,

This is to bring to your kind attention that my father is not well and is admitted to the hospital. He is suffering from typhoid. Doctor has recommended several tests for him. As I am the only son in my family, I need to be with my father for all his tests. The doctors has told me that they need to keep him under complete supervision till he starts recovering.

Therefore, I request you to consider this application as an informed leave application and grant me leaves from today itself i.e, from 24th August onwards for two weeks. I will be always available on my phone if you need any help regarding the office work, but at this point my father needs me the most and even I wanted to be with him to look after.

I hope you will understand and sanction me leaves.

Thanking you,

Yours sincerely'

Samuel Peterson

Marketing Manager

## Leave Application Email Template

From,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which email is written)

To,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_,

This is to bring to your kind attention that my \_\_\_\_\_ is suffering from \_\_\_\_\_ and is admitted to the hospital. Doctor has recommended \_\_\_\_\_ complete bed rest and several tests to diagnose the exact cause. I would be very grateful to you if you consider my situation and grant me leaves from \_\_\_\_\_ to \_\_\_\_\_. I want to be with \_\_\_\_\_ till \_\_\_\_\_ recovers completely.

Thanking you,

Yours sincerely'

(\_\_\_\_\_)

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