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**SAMPLE**

Sandra Williams,  
 Senior Assistant,  
 Executive Secretary  
 22 January 2009  
 To:  
 Mr. David Carter,  
 VP Manager,  
 Executive Secretary,  
 Marketing  
 Dear Mr. Carter,  
 I am writing to you to inform you that I have not been able to attend office for a week  
 from Jan 14, from 22 January to 27 January, as I am alone with the I have been  
 advised by the doctor to take plenty of rest for the better recovery. I regret the  
 inconvenience caused to the firm because of my illness.  
 However I am glad I could meet the deadline set to me for the report of Marketing Agency.  
 I have asked if it can be given approval. I am writing to you to make aware to maintain  
 the delay of work until I am back from my sick leave.  
 Thank you and regards,  
 Sandra Williams,  
 Senior Assistant

December 01, 20-

Mr. Curtis Jackson

Marketing Head

Star Marketing Inc.

Los Angeles, CA

SUBJECT: Leave Application

Dear Sir,

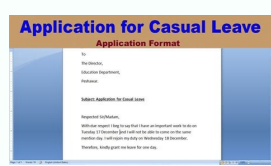
I am writing this letter to inform and to get permission for the leaves which I will have to take in the following days. My younger brother is going to be married on the 14th of this month. As our parents have died many years before so all responsibility falls to my hands in this regard.

I have to manage event and also want to join my brother on the best time of his life. So therefore I need leaves starting from 12th to 16th of this month so that I may be able to perform my elder brother duties in this event.

I shall be highly obliged for your act of kindness.

Thanks in anticipation.

Your sincerely,



**APPLICATION FOR CASUAL LEAVE / R.H. & COMP. LEAVE**

To,

The Library Information Officer,  
Central Secretariat Library,  
Shastri Bhawan, New Delhi

Sir,

I may kindly be granted Casual Leave / Restricted Holiday and Compensatory  
Leave for \_\_\_\_\_ days (s) i.e. \_\_\_\_\_ to \_\_\_\_\_

On account of \_\_\_\_\_

Thanking you,

Yours faithfully,

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Dated: \_\_\_\_\_

**APPLICATION FOR CASUAL LEAVE / R.H. & COMP. LEAVE**

To,

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Central Secretariat Library,  
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Sir,

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Leave for \_\_\_\_\_ days (s) i.e. \_\_\_\_\_ to \_\_\_\_\_

On account of \_\_\_\_\_

Thanking you,

Yours faithfully,

Full Name \_\_\_\_\_



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