Robert D Costa

Assistant Manager

ABC Inc

Berlin

Date (Date on which letter is written)

To,

Mr. Samuel Thomson

HR Manager

ABC Inc

Sub: leave application

Dear Mr. Thompson,

I, hereby, would like to inform you that my doctor has advised me to take complete bed rest because of high fever and chronic head ache. I am writing this application to serve as an official document supporting my leaves. I would be very grateful to you if you consider my application and grant me leave for one week starting from 20th August. I am enclosing my medical reports for your reference.

I have explained everything to my team member regarding the current project and I am confident that he can handle the project well in my absence. I will be resuming my duties on 28th August. I hope that will grant my leave for the above mentioned days.

Thanking you,

Yours sincerely’

Robert D Costa