Subject: Leave Application

Dear Mr./Mrs. {Recipient’s Name},

I am writing to request you for a leave of {X days} from {start date} to {end date} since I have to attend to a medical emergency of a close relative. As the relative is situated in Uttrakhand, I will have to be away for {X days}. I will resume work from {mention date}.

I shall be reachable on my mobile number and email during the period. My person in charge, {person's name} will be handling my tasks in my absence.

I will be thankful to you for considering my application.

Yours Sincerely,
{Your Name}