From:  
Joshua C. Callender  
345 Melville Street  
Memphis, TN 38118

19th December 2009

To:  
Jewell G. Huckins  
HR Department  
MayorMiles Company  
Hopewell Junction, NY 12533

Subject: application for leave

Dear Jewell G. Huckins,

With due respect, I wish to inform you that owing to a family dispute arising back in my native village I cannot be available in the office from 12 March 2009 to 20 March 2009.

Due to this sudden family crisis, I am forced to visit my village and assist my family. My presence is vital and essential on occasion.

Kindly grant me three days leave from 12 March 2009to 20 March 2009 in this regard.

Thanking you

Yours sincerely,

Joshua C. Callender