To:name@email.com  
From:name@email.com

Dear Simon Charlie,

I am writing this letter to inform you that I may not be able to attend office for three days from 15th May to 17th May 2002. My leave period can extend depending on the success of my work and completion of registration of one new land deal in the suburbs. If my legal registration work gets over in two days, I will be back to the office in two days.

In case of any changes in the schedule, I will inform you as soon as possible. I have handed one of the important projects that I was working with to my colleague, and he will finalize it in two days. After my return to office, I assure that I will complete the pending works within time.

I thank you for considering my leave request and processing it soon.

Thanking you,

Yours Sincerely,

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Mark Toeman  
Jason O. Rodgers