## Sub: Leave Request

Dear Victor,

I am writing this letter to formally inform you that my father is experiencing severe head pain due to brain tumour, which doctors diagnosed last week. Doctors also said that he must undergo a major surgery in order to remove the tumour.

The operation is on 18th December and my father wants me to be with him till he recovers from this. Since we have no one here to support us, I am the responsible person to stay with him.

Understanding my situation I kindly request you to grant me leave for one week starting from 16th December. If there are any changes, I will inform you at the earliest.

Thanking you,

Yours sincerely,

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Patricia D. Clark