To,

Division Manager  
idea infinity IT solutions,  
Sakaleshpura

Dear Sir,/Madam

Subject: Leave Application for 3 days due Sudden Death of Family member

I request you to kindly grant me three days leave. from 10-aug-2022 to 12-aug-2022,   
  
as it has been informed that my husband’s Father has passed away. so that we can attend

the funeral ceremony and observe the memorial services thereafter.

I shall remain grateful to you.  
  
Thanking you

Yours Sincerely   
  
 (Name)