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)