
Dear Ms. Matthew,

This is to educate you that I wish to apply for leave from the twentieth of January 2020 (Monday) till the 25th of January 2020 (Saturday) as I am relied upon to go away for family work.

According to our phone discussion prior to today, during this period every one of my obligations will be dealt with by Anna Scott from my group. I have had a discourse with her in regards to this and educated her on pretty much every one of the ventures that she will be liable for.

Much thanks to you for thinking about my leave application. I will be contactable on my wireless (0593-5823-583) and my email if there should arise an occurrence of any crisis.

Thanking You,

Yours sincerely

Jake