From,

Ms Stella,

Third year student,

EXTC

To,

Mr Crotch,

Head of department,

EXTC

Dear sir,

I, Ms Stella, the third year student of the EXTC branch, am writing this letter to request for a leave of 2 weeks. The reason for the request to be made for the leave is that my elder sister is getting married in Bahamas. She is the only sister I have and I am also devoid of the privilege of having a brother. The marriage is an important event in one’s life and there is a desperate desire of mine to attend the marriage of my elder sister.

I am aware of the fact that emotions do not play any role in defining the career of any person. I assure you that I will recover all the losses in studies incurred due to the absence because of the marriage. The exams are fairly away this time and I shall be on track as soon as possible. I hope for a favourable response.

Yours truly,

Ms Stella