**CASUAL LEAVE APPLICATION**

*Subject: Casual leave application*

*Dear (Recipient’s Name)*

*I am writing to request you for a five-day leave from (start date) to (end-date) as I have to urgently attend a medical emergency of a close relative and as he/she is situated in Delhi, I have to be away from the town for five days.*

*I will resume work from (date), and I shall be reachable at my email id (email address) and phone number (contact number). Besides, I have instructed (colleague name) to take care of certain responsibilities during my absence. She/He is well equipped for any emergency or in case any assistance is required.*

*Yours Sincerely,*

*(Your Name)*