

## Day off Request Letter to Boss

Innovators Tech Ltd.

Elsa David

Block 21 C, Crystal Avenue, New Jersey

22<sup>nd</sup> November, 2016

Mr. William John

Innovators Tech Ltd.

6<sup>th</sup> St. Enclave Avenue, California.

Dear [Recipients Name],

Hope you are good. I am writing to have a little favor. I need a day off tomorrow as I have to take my grandfather to the hospital. I was informed about it very shortly as my father was committed for this work. But he had a sudden emergency in his factory, so he left last night on immediate notice. Hospitals need a lot of time waiting for the number. As my grandfather is a heart patient and too old to stand in a queue to manage all by him. Moreover, I have completed tomorrow's presentation and handed over to my colleague.

I am looking eagerly for a kind response.

Sincerely,

Elsa David

Innovators Tech Ltd.