Gabriel Black

13, Victoria Apartments

New Jersey

23rd June, 2007.

To,

Mr. Rupert Wolfe

Manager

XYZ Company

New York

Ref: Application for Leave

Dear Mr. Wolfe,

I request you to kindly treat this as an application for leave and grant me two days Casual leave on 25th and 26th June.  I have some pressing personal matters to attend to and I need this leave to wind them up.

I await your approval and sanction of the same.

Thanking You,

Sincerely,

Gabriel Black