From,

Tracy Kinghart,

New Jersey 07369

To,

Melvin D’Souza,

County Papers Manufactures,

New Jersey 02879

Dear Sir,

This is to inform you that I am going for a formal leave to cover the assignment entrusted on me by our top management.  Since our new project is going to be started very soon, I need to have those proper documents ready for higher authority.  For this, I will be out on a leave for about 2 weeks which may extend depending on the situation of the said project.  I, hereby, see no objection from your end and will get it sanctioned very soon so as to perform related duties up to the expectations of our top management.

I welcome your suggestions for my other work which is yet to be completed here in our office.  This is to make sure that you don’t have any problem while executing it.  I would require some help from you if there is any problem completing the assignment for which I am on leave.

Yours Truly,

Tracy Kinghart