**Sample Permission Letter Asking for Leave from Work**

Mr. J Ambers

349 Maple Street

Portland, Oregon 29458

353-878-0000

Jambers@gmail.com

June 16th, 2028

Mr. John Black

Managing Supervisor

Oregon Glassworks

938 Sprite Rd.

Portland, Oregon 29458

RE: Permission for Leave

Dear Mr. Black,

I am writing this letter to request leave to attend a family funeral. My mother passed away suddenly yesterday, and my father needs my help in making the funeral arrangements. I wish to go and help him and stay to attend the funeral in Wisconsin.

I would greatly appreciate your permission to take this leave time for traveling there and dealing with the necessary family affairs. The leave period that I am requesting is from June 17th, 2028, through June 24th, 2028, for a total of 8 days. I plan to return to my office on June 25th, 2028.

I have consulted with other members of my staff to provide coverage for my regular duties while I am away. I will resume my duties upon my return.

Your consideration in this matter is appreciated, and I look forward to hearing your decision at your earliest convenience so I can make the necessary travel arrangements and confer with family about the date of my arrival.

Respectfully,

Jared Ambers