

Application for urgent piece of work example

Adam Gill
Procurement Officer
ABC, Kenya

January 30, 2018

Mr. Mick Adam
Managing Director
ABC, Kenya

Sub: Leave for urgent piece of work

Dear Mr. Adam,

Most respectfully it is stated that I am a garde-17 procurement officer in the PPC section of the company. Respected sir, it will not be possible for me to attend office today i.e. January 30, 2018 due to an urgent piece of work at home. I know that many important shipments are due today and it is my topmost priority to take care of them, but this work is very urgent and my presence is compulsory at home.

I have provided the necessary documents to Sub-officer, Mr. Inman Mosel, who will handle the shipments in my absence. I am also available on 0000 111 222 in case of any query.

Sir, I have not taken any leave in the past three months; therefore, you are requested to kindly sanction my one day leave. Thanking you in anticipation,

Yours truly,