**Personal Leave Letter**

From,

Mr Pettigrew,

Sales manager,

HUL Mineral Water Ltd,

Houston

To,

Mr Stevenson,

Head of Sales department,

HUL Mineral Water Ltd,

Houston

Dear Mr Stevenson,

This letter has been drafted with extreme desperation and I hope that this letter serves the purpose of soothing this desperation. In the recent times, my domestic front has been on turmoil and this has started affecting my professional front. I have been denied the concentration to the task in hand since my attention keeps visiting the domestic front.  After realising that my work is getting affected in a negative way, I preferred conveying my dilemma to you and I am hopeful that you shall help me get over this situation of mine.

I have found a solution for which I need to take a leave from my work for a period of one week and hence this leave application comes into existence. The leave shall help me a great deal in overcoming the domestic disturbance and I shall be back with complete vigour for my assignments. Hoping for a favourable response,

Yours faithfully,

Mr Pettigrew