**To,**

**Mr. Manager,**

**XYZ Company,**

**[Address]**

**(Subject: Request Letter For Leave For 20 days)**

Sir, I humbly request that I **[Your Name]** the [Your Designation] of your company. My brother had broken his leg in a road accident, who lives in **[Place]**, I was worried about him, so I had to immediately go to see my brother and I could not get the company to complain about it.

So let me accept 20 days' leave from **[Date]** to **[Date]**. I will always be grateful to you for this.

Yours Sincerely,

**[Your Name]**

**[Your Designation],**

**[Date]**