

Leave Request Letter Sample

[Contact Name]

[Title]

[Date]

Subject: Casual Leave Required

Dear Mr./Mrs. [Recipient's Name],

I'm writing to inform you that I'll be going to my younger daughter's school for the Annual Day event on Saturday. Because the celebration will last from morning till night, I won't be able to get into the office.

With regard to the specifics of the projects I've been managing, I've instructed [colleague's name]. She is capable of handling them if necessary. In addition, I will be available by phone and email for any critical or urgent concerns.

Please allow me a day off.

Yours Sincerely,

[Your Name]