

Request Letter for Leave

Subject: Casual Leave Required

Dear Mr./Mrs. {Recipient's Name},

I hope this email finds you well. I regret to report that I have to take my younger daughter to her school for the Annual Day function tomorrow and will be unable to come into the office. The function runs from morning until evening, so I'll be gone all day.

I have already debriefed my colleague [Colleague's Name] on the progress of the projects I am currently working on. Therefore, she is more than qualified to take over if need be. In addition, I will still be available through phone and email for any urgent issues that may arise.

I would appreciate it if you could grant me a day's leave.

Yours Sincerely,
{Your Name}