**One Day Leave Application for Office**

Subject: One Day Personal Leave Application

Dear Mr./Mrs. Supervisor/Manager Name,

This is to inform you that I have to take a day off on [date] of this month. I have taken an appointment with the doctor for my mother’s health checkup. Next day morning I can be able to come to the office without any excuse.

Please feel free to contact me at my given number in case of any queries. I have emailed you the document of the work plan for the day. I feel confident that my team will handle everything during my absence.

So, I would request you to permit me one day leave for which I shall be grateful to you. I apologize for any problems caused due to my absence.

Sincerely,

[Employee Name]