**ONE DAY LEAVE APPLICATION**

*Subject: One day leave application*

*Dear (Recipient’s Name)*

*I am writing this to inform you that I need to take a leave for (date) as I have to attend a seminar on Literature festival held in the city. I am very keen on taking such sessions which help me to expedite my personal and professional growth.*

*In case I need to attend another session meet, I will inform you at the earliest. Please feel free to contact me at my email id (email id) and phone number (contact number). I have also explained (colleagues name) about the tasks that need to be completed in my absence.*

*Thank You*

*Yours Sincerely*

*(Your Name)*