[Your Name]

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

With due respect, I inform you that I have an appointment with my bank manager today. Earlier it was scheduled for tomorrow but due to some reasons, we had to re-schedule it for today. The meeting is important, and I am afraid that I cannot miss it.

For this reason, I must visit my bank branch. My bank is at canal which counts for a long distance from the office. Moreover, I am afraid that our meeting will also take time. Keeping these reasons in mind, I request you to please grant me a half day leave from office. I will certainly resume my work from tomorrow.

Sincerely,

Your Name