[Your Name]

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

This to bring into your knowledge that my son has recently passed his matriculation exams. Like other parents, I too wish for my son to be enrolled in the well-known institute for higher studies. From the past few weeks, we’ve been collecting prospectuses of various institutions. Now we have highlighted a few where my son could probably get admission.

As the admission closure dates are approaching, I need to visit them as soon as possible to avoid any delay in admission. For this reason, I’ll be needing an off from the office, not a full day, but a half day leaves i.e. after 12:00 p.m.

It’s a humble request to please give me half days leave for today so that I can complete all the necessary paperwork needed for my son’s admission. I will resume my work from tomorrow. Still, if something gets left over I’ll take the responsibility.

Sincerely,

Your Name