[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: Request for short absence

To

[The Recipient]

Dear Mike,

I, Danial McGregor, a regular employee of XYZ Solutions at the HR department for 1-year now and I can confidently say that I am a diligent and efficient worker who has done his part in the growth of this company.

I have been quite regular and disciplined with my work hours and everyday duties, but I have got an emergency to address today. My wife is expecting our baby today and I received a call from my home that she has to leave for the hospital for her delivery in an emergency just now.

I request you to grant me a 2-hour leave, and I shall return after this time as I will make certain arrangements for her.

Kindly let me know your stand on this so I make another arrangement in such a critical family time.

Sincerely,

Danial McGregor,  
HR Department