Date:

Subject: One-day leave email for office

Dear Sir,

I am writing you this email to inform you that I need to take one day off from office work. This is due to the reason that I have been invited with my husband to attend the annual function which is going to be held at my child’s school on [date]. It is compulsory for all the parents to attend that event. My child is also participating in different events and therefore I need to be there for his dressing and other necessities of the event.

I know it will be difficult for you to manage the workload but don’t worry as I have explained my tasks to Ms. Lisa. She will take care of my work and you can contact her if needed. In case of further queries or any urgency, you can feel free to contact me on my personal number.

Keeping in view the nature of urgency, I request you to grant me leave for one day because the event organized by school management has been announced as an essential one, and therefore, it cannot be missed.

[Your Name]  
[Designation]