Date:

Subject: One-day leave email for office

Dear Sir,

I am Anderson, working as an assistant manager in your company. This email of mine aims to inform you that I need to take one day off from official work. The reason behind this request is that my wife is pregnant, and I have to take her to the doctor for a monthly check up at Holy Family Hospital. Since I am residing only with my wife in this city and there is nobody at home to take care of her, therefore, I have to take her to the hospital, and I will be coming back till evening.

I am well aware of the pressure being exerted by workload nowadays since this is the end of the year and the audit team is about to come. But I have briefed Mr. Lee about my leave day’s tasks and he has promised me to take care of my work for said date. Therefore, if you have any queries regarding my work, you can ask him and still, if there is a need to ask me, you can contact me on my personal number.

I hope you have understood my problem. I am waiting for your positive response.

[Your Name]  
[Designation]