Date:

Subject: One-day leave email for office

Dear Sir,

I am sending you this email to request a day leave from the office tomorrow. You know that my mother is living with my family in another state and it has been so long since I have seen her. Last night, I got a call from home that my mother’s condition was serious and therefore she has been taken to the hospital. I am desperate to see her as soon as possible and cannot wait for the weekend for this purpose. Therefore, I request you to grant me leave for only one day. I will rejoin the office the day after tomorrow.

Although I have completed my work in advance for the said date still a comprehensive plan is being attached to this email so that you could manage it easily in my absence. You can still contact me if any query arises.

Waiting for your positive reply in this regard.

[Your Name]  
[Designation]