To

[The Recipient]  
[Designation]

Dear [Recipient],

I am writing to request you one day leave owing to my child’s poor health condition. My daughter has been sick for the past 2 days. She is suffering from a severe chest infection. The doctors have advised to get her admitted to the hospital where she will receive antibiotic treatment along with regular nebulization. Kindly allow me to take the next three days off so that I can be with my daughter at the hospital.

I might need to extend my leave depending on my daughter’s recovery. In the meanwhile, I shall be available on phone for any urgent official matters. However, I will not be able to respond to the client's emails or calls while I am at the hospital. I request you to have someone fill in for me during my absence. I will also try to stay up to date with the official proceedings so that I can promptly assist my substitute.

I thank you for your cooperation and support.

Sincerely,

[Your Name]  
[Designation]

[Company Name]