**One-day leave application**

Subject: Personal Leave Application for a Day

Dear Mr./Mrs. {Recipient’s Name},

I am writing this letter to inform you that I need to take a day of absence on the {date} of this month. I will be accompanying my mother for an appointment with her doctor. I will be back in the office the next day in the morning without fail.

You can contact me at my number in case of questions or clarifications. I have emailed you a copy of the work plan for the day I plan to take leave. I am sure the team will handle everything perfectly during my absence.

I apologise for any inconvenience caused due to my absence and hope that you will understand my situation.

Sincerely,  
{Your Name}