Subject: Casual Leave Required

Dear Mr./Mrs. {Recipient’s Name},

I wish to inform you that I have to go with my younger daughter to her school for the Annual Day function tomorrow. As the function will run from morning to evening, I would not be able to attend the office.

I have instructed {colleague’s name} with regard to the details of the projects I have been handling. She is well-equipped to handle them if need be. In addition, I shall be available on the phone and email for any important or urgent issues.

I kindly request you to grant me a day’s leave.

Yours Sincerely,  
{Your Name}