Subject: Leave Application for a Day

Hi {Recipient’s Name},

Please treat this email as an application for leave. I would like to inform you that I require a day of absence on {date and month}. I need to visit the bank in my hometown for some personal work, and I need to travel there as soon as possible. Clubbing my leave with the weekend enables me to get this done easily and be back by the following Monday morning.

I am including the work plan for the day I will be taking an off to make it easier for you. Please feel free to contact me at my personal number in case of any questions or clarifications.

Sincerely,
{Name}