Subject: Leave Application for a Day

Dear {Recipient’s Name},

This is to inform you that I need a leave on {date and month} as I am in the middle of shifting my apartment. I need to meet my new landlord and finalize the details of the contract. I have left a copy of the work plan with the team so that they do not run into any trouble.

Please feel free to contact me at my personal number in case of any emergency or queries.

Sincerely,  
{Name}