**Half-day leave application for office: Unexpected circumstance**

Subject: Half-Day Leave Required

Dear Mr./Mrs. {Recipient’s Name},

I am writing this email to let you know that I will be able to come to the office only in the afternoon. I was involved in an accident today on my way to work. The police have asked me to visit the nearest police station to take down my statement. They have assured me that it will not take too much time and I can be back at the office soon.

So, please consider this email as a request for a half-day leave.

Sincerely,  
{Name}