Subject: Leave Application for Half a Day

Dear Mr./Mrs. {Recipient’s Name},

I am writing this email to let you know that I will require a half day leave today {date} as I need to visit the bank. My ATM card seems to have stopped working, and I need to visit the bank to sort out the issues. I will leave after lunch and make sure that I complete as much work as possible before that.

You can reach me on my phone in case of any emergencies or inquiries. I am sure the team will handle everything well in my absence.

Sincerely,  
{Name}