Subject: Half-day Leave Application due to Emergency

Dear Mr./Mrs. {Recipient’s Name},

This email is to inform you that I will need a half day leave today {date} as my daughter has fallen ill. I received a call from her school, requesting me to go and pick her up as soon as possible. Since I will need to take her to the doctor, I will not be able to make it back to the office on time. I have emailed you the work plan so that the project work will not get disrupted during my absence.

I will be available on my personal phone for any inputs/ clarifications.

Sincerely,  
{Name}