

Professional request for a day off

Subject: Request for Day Off " [Date]

Dear [Manager's Name],

I am writing to formally request a day off on [Date] due to [reason, e.g., personal matters, medical appointment]. I have ensured that all my pending tasks are either completed or delegated to colleagues to prevent any disruption.

I would appreciate your approval for this leave.

Sincerely,

[Your Name]

[Department]

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