

# Early Leave Permission Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation/Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Early Leave Permission

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your kind permission for early leave from work on [Date] for personal reasons. I understand the importance of my presence at work, but I have an urgent matter that requires my attention during that time.

I have ensured that all my pending tasks and responsibilities are up-to-date, and I have also informed my colleagues about my potential absence to ensure a smooth workflow during my absence.

I assure you that I will make every effort to minimize any inconvenience caused by my early leave and complete any pending tasks before my departure. If necessary, I am willing to delegate my responsibilities to a colleague or provide assistance in training a temporary replacement during my absence.

I highly value my role within [Company/Organization Name], and I will ensure that my work is completed efficiently upon my return. If granted permission, I plan to resume my duties promptly on

[Date].

Please find attached any necessary documentation or information that supports my request for early leave. If you require any additional details, I am more than willing to provide them promptly.

I am grateful for your understanding and consideration of my request. Your approval of this early leave would be of great help to me in resolving the urgent matter I am facing.

Thank you for your attention to this matter. I look forward to receiving your favorable response at your earliest convenience.

Sincerely,

[Your Name] (printed)

[Your Signature] (if submitting a physical letter)