

Tentative early leave request

Subject: Provisional Request for Early Leave

Dear [Manager/Supervisor Name],

I am planning to attend to [personal/medical/family matter] and would like to request early leave on [Date]. The tentative time I wish to leave is [Time], subject to confirmation closer to the date.

Please advise if any preliminary arrangements or approvals are required.

Thank you for your understanding.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/early-leave-permission-letter>