Requesting half-day leave for personal or official reasons

Subject: Request for Half-Day Leave	
	Hi [Manager's Name],
	I would like to request half-day leave on [Date] due to [Reason]. I will ensure all critical tasks are
addressed before leaving.	
	Thanks for your understanding.
	Regards,
	[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/leave-application-letter