

One Hour Permission Letter

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

Subject: Request for One-Hour Permission

I hope this letter finds you well. I am writing to seek your permission for a brief one-hour absence on [date] from [start time] to [end time]. I apologize for the short notice; however, it is due to an unexpected and urgent personal matter that requires my immediate attention.

I assure you that my absence during this short duration will not impact my dedication to my responsibilities. I will ensure that all my pending tasks are completed or delegated to competent colleagues to handle in my absence. If there are any critical assignments or duties that you would like me to prioritize before my departure, please let me know, and I will ensure they are taken care of before I leave.

I understand the importance of my presence in the workplace and will do my best to minimize any inconvenience caused by my temporary absence. I have informed my team members about this situation, and they are willing to support me during this period to maintain productivity.

I am more than willing to make up for the lost time by working extra hours or adjusting my schedule as necessary to ensure that all my responsibilities are met promptly.

Please consider this request with kindness and understanding, and I promise to be back at work

promptly at the end of the one-hour absence.

Thank you for your understanding and support. Should you require any additional information or have any questions, please feel free to contact me at [phone number] or [email address].

Sincerely,

[Your Name]