To: [Recipient Name]

From: [Sender Name]

Date: [DATE]

**Subject: One Day Leave Application**

Respected [Name]

Dear boss, hope you’re doing well. I’d like to draw your attention to the earnestness you’ve always shown towards your employees whenever we send you an application for one day's leave. You’re one of a kind! Since I’ve brought up the topic of leave, I want you to be compassionate enough and consider giving me a day off work since there’s an urgent piece of work at home that has brought to my attention a while ago. Thank you, as always.

Regards,

[Your Name]

Designation  
[Department]