To: [Recipient Name]

From: [Sender Name]

Date: [DATE]

**Subject: One Day Leave Application**

Respected [Name]

Mr. [X], respectfully it is stated that I’m [X] working under human resources in your firm. As you know I’m always on time, stick strictly to my schedule and I rarely take a day off, it’s something even you admired once in a meeting. I would like to remind you of the day I asked for a leave, in advance, about two weeks ago. You told me to write an application whenever that day arrived and eventually, the day is here.

I have to visit my parents and I’d like to spend the whole day with them tomorrow. Kindly, grant me leave for one day and I shall live up to your expectations of being on time and constantly present with full spirit in your firm, like always. Thank you for always being considerate of your employees.

Regards,

[Your Name]

Designation  
[Department]