To: [Recipient Name]

From: [Sender Name]

Date: [DATE]

**Subject: One Day Leave Application**

Respected [Name]

Respected Principal, I’m writing this application to ask you for a leave of one day. My whole family is going out of town to meet my aunt who’s been in the hospital for quite a long time. She woke up from the coma yesterday after a big accident that happened. You might have heard in the news two months back when there was a freeway crash between a truck and a car. My aunt was driving the truck and was one of the victims of the accident that day. I would’ve stayed home if I weren’t going to be all alone in a city, I’m new to. I would really appreciate it if you grant me leave for one day only. Thanking you in advance.

Regards,

[Your Name]

Designation  
[Department]