James Charles

HR Manager  
ABC Company  
123-345432

10th December 2020

Dear Mr. Charles,

I would like to kindly ask for your permission to leave the office for one hour, on 12th December 2020, from 2:00 PM to 3:00 PM, to attend my daughter's Parent-Teacher Meeting. I tried to set up a different time, but the school visiting hours are strictly assigned to each student.

 I am hoping for a positive response from your end. Thank you in advance.

Best regards,

Shaniya Holman

[Signature]