**Date:**

Subject of the letter

Dear (name of recipient),

With due respect, I would like to inform you that I need one day of absence from work on 17th July 20XX. I am required to visit my mother residing in another city. She is extremely sick due to which, I cannot wait for the weekend and want to see her as soon as possible. I require the leave of only one day and I assure you that I will be back tomorrow evening.

I have done my homework and attaching my work plan for a full day so that it becomes easier for you to manage without me. You can contact me on my number if you feel any trouble handling any of the tasks.

Sincerely,

Your name  
Your position in the office  
Your signatures: