Date:

Subject of the letter

Dear (name of recipient),

I am (write your name) and I work as (write your designation) in your company. I have to write this letter to you to request you to grant me leave for one day from work. My wife is very ill and there is no one at home to take care of her. I have to take her to the hospital tomorrow and then I will come back home by tomorrow evening.

I have sent a detailed document with information on all the tasks that you have assigned me. In the case of the company experiences any problem, feel free to contact me on my number.

I am hopeful that you will grant me the leave of a day on 19th July 2020. I shall be very grateful to you for this act of kindness.

Sincerely,

Your name  
Your position in the office  
Your signatures: