

# One-day Leave Letter for Family Event

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for One-Day Leave

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a one-day leave of absence from work on [specific date] due to a family event that requires my immediate attention and presence.

This family event is of a personal nature and requires my involvement for the day. I assure you that I will ensure all my responsibilities are up to date before my departure, and I am willing to coordinate with a colleague to handle any urgent matters in my absence.

I understand the importance of my role in the team and am committed to ensuring a smooth workflow during my short absence. I have already informed my colleagues about my leave and have taken steps to address any potential concerns.

I kindly request your approval for this one-day leave and assure you that I will resume work promptly on [next working day]. I am willing to provide any necessary documentation or information to facilitate a smooth transition during my absence.

Thank you for considering my request. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Employee ID]