To: Officemanager@mymail.com **(Office mail id)**

**Subject:** Leave Request Email To Manager **(state your subject)**

Respected Sir,

I am Ritu Sarkar **(Your Name)** working at your reputed office as a Marketing Professional **(Your Designation)** want to request you to grant me one day leave on 12.03.2019 **(state the day you need leave)**. I need the work leave to do some household chores as some guest are arriving on that day **(state your reason)**.

So, I am requesting you to give me leave on this day so that I can attend the guest. I will be very much grateful to you if you grant me leave.

Thanking You

Your Sincerely

Ritu Sarkar **(Your Name)**

Marketing Professional **(Your Designation)**

Your Contact No