**Sample Letter Format for Half Day Leave for Staff**

From

Ramesh Agarwal

52, Western Plaza

Mumbai

Date: 07.04.2018

To,

The HR Manager

Hindustan Tools Pvt. Ltd.

Mumbai

Sub: Half Day Leave Application

Respected Sir,

I would like to apply for half day for tomorrow i.e. 09.04.2018 as I have doctor’s appointment for my mother. My mother has not been keeping well and there is no one else to take her to doctor. Therefore, I request you to please grant me half day leave after 1 p.m. tomorrow so that I can take her to the hospital.

Thanking in anticipation.

Sincerely,

Ramesh Agarwal

Senior Marketing Executive

Hindustan Tools Pvt. Ltd.