**Half Day Leave Application Email Format**

Dear Sir,

The purpose of writing this email is to submit my request for half day leave for today. I will be available at work till 12 p.m. today as I have an appointment with a lawyer for some family property issue. It is an urgent meeting and I cannot reschedule it.

Therefore, I request you to please approve my half day leave application. I will be extremely thankful to you for considering my application.

Sincerely,

Varun Sachdev

Sales Executive,

Feather Fabrics Pvt. Ltd.