**Sample Leave Application format for Traveling Out of Station**

Date: September 10, 2022

Subject: Leave application for one day

Respected Sir,

With due respect, I write this letter to you to seek a day’s leave as I have to go to meet my father who has been falling sick since last two weeks. He was not well since a long time and now, he has been diagnosed with cancer. I want to visit him tomorrow on September 11, 2022. Kindly grant me leave for a day for the same.

I will be highly obliged if you do the same and make arrangements for someone to complete my pending project as it has to be submitted the day after.

Sincerely,

Archie Grey

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