

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Half-Day Leave

I am writing to formally request a half-day leave on [date] due to [brief reason for leave, e.g., a personal appointment, health issue, etc.]. I would like to take leave from [start time] to [end time] and will ensure that all my responsibilities are managed before my departure.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]