

Provisional day off request letter

Subject: Tentative Day Off Request

Dear [Manager's Name],

I am writing to request a day off on [date]. This request is provisional as I am awaiting confirmation of some personal commitments. I will confirm as soon as possible and ensure all pending work is managed.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/day-off-request-letter>