Friendly informal early leave request

Hi [Manager Name],

I hope you're doing well. I wanted to ask if I could leave early on [Date] around [Time] due to [reason]. I'II make sure that everything is up to date before I go.

Thanks a lot for your understanding!

Best,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/early-leave-permission-letter