Tentative early leave request

Subject: Provisional Request for Early Leave

Dear [Manager/Supervisor Name],

I am planning to attend to [personal/medical/family matter] and would like to request early leave on

[Date]. The tentative time I wish to leave is [Time], subject to confirmation closer to the date.

Please advise if any preliminary arrangements or approvals are required.

Thank you for your understanding.

Best regards,

[Your Name]

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