

Casual short leave email for family function

Subject: Leave Request for Family Function

Hi [Manager/Teacher],

I hope you're doing well. I wanted to let you know that I have a family function to attend on [date], so I will need to take a day off. It's just a one-day event, and I'll be back to work/class the following day without any issues.

Thanks a lot for your understanding.

Best regards,

[Your Name]

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