

Preliminary One Day Leave Request Letter Template

Subject: Preliminary Leave Request for [Date]

Dear [Manager's Name],

I would like to request a one-day leave on [Date] for [reason]. This is an early notification, and I will provide any further details if required.

I hope for your kind approval.

Regards,

[Your Name]

[Designation]

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