

Day Off Request Letter

To,

The HR Manager,
[Name of the company],
[Address of the company]

[Date]

Subject: Request letter for day off

Respected Sir/Madam,

I am writing to request a day off on [date]. The reason for my request is [reason]. I understand that there may be some inconvenience to the team, and I am happy to discuss this in person if needed.

However, I believe that the team can manage without me for one day, as there are no major deadlines or presentations scheduled. Additionally, I would like to use my vacation hours toward my time off so that I can [reason for request].

Please let me know if this is acceptable.

Thank you for your time.

[Your name]