

To
The Manager,
Company name,
City name.

Date:

Sub: leave request due to doctor appointment.

Dear Sir/Madam,

I **[your name]**, **[designation]**, **[department]**, writing this letter to let you know about my child's sickness. He is suffering from stomach pain and today I am taking him to the hospital for a medical checkup.

So I am unable to attend the office today. So please give your permission to take leave today i.e. on **[date]**.

In case of any emergency work, I will be available on my mobile no. 8925XXXX26.

Thanking you,

Sincerely,
Your name.