Subject: Half Day Leave for Not Feeling Well from Office

KP Engineers  
Washington, New York

The Manager,

Honorably stating that I am smith, an employee of your organization, working in manufacturing department. This letter is being written to you to let you know that I am not feeling well since yesterday. I am having headache and low blood pressure. I need to consult my physician. But he is available only at after noon time. So I request you to grant me [half day leave](https://semioffice.com/leave-applications/half-day-leave-application-school/) for tomorrow i.e 6th april, 2017.

Keeping in view the reason, I hope you will grant my request for short leave. Please feel free to contact me in case of any hurdles in the official matters. Thanking you for the consideration and co-operation of the management as well

Smith