TO  
Name of the employee ,  
Designation,

Company name

Subject: One-day leave application

Dear (name),  
I am writing to inform you in advance that I will not be able to work on the 30th of this month.(reason health ours or family), so I have made an appointment with (her) doctor on the 30th. As there will be some investigations that her doctor would like to do, I will be unavailable the entire day. (employee name) has agreed to take over for me while I am away. So, I request you to grant me this one-day leave kindly.

Thanks & Regards,

Yours sincerely,  
Name,

Designation ,  
Company name.