**NGUYEN THANH NAM**

A: Tan Binh, HCMC

M: 0912 345 678

E: nguyen. ...@gmail.com

**APPLICATION FOR LEAVE OF ABSENCE**

**Subject: Personal Leave Application for a Day**  
  
Dear Mr./Mrs. **{Recipient’s Name},**  
14\* June 2019

* **Mr. Donal Trump**
* HR Manager
* ABC Apartment

I am writing this letter to inform you that I need to take a day of absence on the **{date}** of this month. I will be accompanying my mother for an appointment with her doctor. I will be back in the office the next day in the morning without fail.  
  
You can contact me at my number in case of questions or clarifications. I have emailed you a copy of the work plan for the day I plan to take leave. I am sure the team will handle everything perfectly during my absence.  
  
I apologise for any inconvenience caused due to my absence and hope that you will understand my situation.  
  
Sincerely,

**Nguyen Thanh Nam**