**To Date:**  
The Manager,  
Company name,  
City name.

Sub: Half day leave application.

I, **[your name]** writing this request letter to seek your permission for half-day leave today. I have to attend my son’s/daughter’s  parent-teachers meeting in the school.

I hope you understand my situation and please grant me a half-day leave today i.e on **[date]**  afternoon onwards.

Thanking you.

Sincerely,  
Your name.