

# Two Hours Leave Application to Boss

## 1. Two Hours Leave Application for Urgent Family Matter

To,  
The Principal,  
[Name of the School],  
[Address of the School],  
[City, State, PIN]

Subject: Application for Two Hours Leave

Respected Sir/Madam,

I, [Your Full Name], the parent/guardian of [Child's Full Name], a student of class [Child's Class and Section], humbly request you to grant my child a leave of two hours on [Date] due to an urgent family matter that necessitates his/her presence at home.

I assure you that my child will make up for any academic loss due to this absence. I understand that it is a crucial time for learning, and we will ensure that this does not affect his/her studies adversely.

I kindly request you to understand the situation and grant the necessary permissions. I am hopeful that my request will be considered empathetically.

Thank you for your understanding and cooperation.

Yours sincerely,  
[Your Full Name]  
[Your Contact Number]  
[Date]

## 2. Two Hours Leave Application Due to Medical Appointment

To,

The Principal,  
[School's Name],  
[School's Address],  
[City, State, Pincode]

Subject: Application for Two Hours Leave Due to Medical Appointment

Respected Sir/Madam,

I, [Your Full Name], am a student of class [Your Class] Section [Your Section] at your esteemed institution. I am writing this letter to inform you that I have a medical appointment scheduled on [Date of Appointment] at [Time of Appointment] for a regular health check-up.

Due to this, I will be unable to attend school from [Start Time of Absence] to [End Time of Absence]. As medical check-ups are important for maintaining good health, I request you to kindly grant me leave for the specified duration.

I assure you that I will take notes from my friends and make up for the missed classwork during my absence. I understand the importance of regular attendance and commit to maintaining it in future.

I am enclosing a copy of the doctor's appointment letter for your reference.

I hope you will understand my situation and grant me the requested leave.

Thank you for considering my application.

Yours faithfully,  
[Your Full Name],  
[Your Class] Section [Your Section],  
[Roll Number]

Date: [Date of Application]

Place: [Your City Name]

### **3. Two Hours Leave Application for Personal Errands**

To,

The [Position of the recipient],  
[Name of the Organization],  
[Address of the Organization],  
[City, State, Pin Code]

Subject: Application for Two Hours Leave

Respected Sir/Madam,

I, [Your Full Name], working in the [Your Position/Designation] department, am writing this letter to kindly request your approval for a short leave of two hours on [Date] during my regular working hours.

There are some personal errands that I need to attend to, which require my immediate attention. I assure you that these tasks cannot be postponed or accomplished during non-working hours. I understand the responsibilities of my position and I have made necessary arrangements to ensure that my absence will not disrupt the workflow. My colleague, [Colleague's Name], will be covering for me during this time.

I assure you that I will make up for the loss of work hours by either coming in early or staying late on another day, as per the convenience of the team and the organization.

I apologize for any inconvenience caused and kindly request you to consider my situation. Thank you for your understanding.

Yours sincerely,

[Your Full Name]  
[Your Employee ID]  
[Your Contact Details]  
[Date]

## **4. Two Hours Leave Application for Child's School Event**

To,  
The Principal,  
[School Name],

[School Address],  
[City Name],  
[Date]

Sub: Application for Two Hours Leave

Respected Sir/Madam,

I, [Your Name], parent of [Child's Name] studying in class [Child's Class] section [Child's Section] of your esteemed institution, am writing this letter to formally request your permission to pick my child from school two hours early on [Event Date].

The reason for this request is that my child is participating in a school event scheduled for the aforementioned day. As parents, we believe it is important for us to be present during such occasions to encourage and support our child. The event is expected to start at [Time], which is two hours before the usual school dismissal time.

I assure you that I will make sure my child completes any assignments or work missed because of this early leave. It is important to us to maintain our child's academic responsibilities alongside these extracurricular activities.

I kindly request you to grant this short leave and help us in encouraging our child's holistic development. Your understanding and cooperation in this matter are highly appreciated.

Thanking you in anticipation.

Yours sincerely,

[Your Name]  
[Contact Details]  
[Email Address]

## **5. Two Hours Leave Application for Unforeseen Vehicle Breakdown**

To,

The Manager,  
[Department Name],  
[Company Name],  
[Company Address],

Subject: Two Hours Leave Application Due to Unforeseen Vehicle Breakdown

Respected Sir/Madam,

I am writing this letter to inform you that, unfortunately, I encountered an unexpected issue with my vehicle this morning while on my way to the office. My vehicle has broken down and requires immediate attention and repair.

Due to this unforeseen circumstance, I am unable to reach the office on time today. I have already contacted a mechanic who has estimated that the repair will take approximately two hours. Therefore, I humbly request you to grant me leave for two hours for today, [Current Date].

I deeply regret the inconvenience caused by my absence in these working hours. I assure you that I will make up for the tasks assigned to me within the given deadline.

Thanking you in anticipation for understanding my situation and considering my leave request. I look forward to your positive response.

Yours faithfully,

[Your Full Name],  
[Your Employee ID],  
[Your Designation],  
[Your Contact Details]