

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Supervisor's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request an urgent leave of absence due to [briefly state reason, e.g., a personal emergency, medical issue, family matter]. I would like to request leave starting from [start date] to [end date] and plan to return on [return date].

I understand the importance of my role and will ensure a smooth transition of my responsibilities during my absence. [Optional: Mention any arrangements you've made or colleagues who can cover for you.]

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Job Title]