

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a vacation leave due to an unexpected absence.

Due to [brief explanation of the reason, e.g., a family emergency or personal matter], I was unable to inform you in advance. I understand the importance of notifying management promptly, and I sincerely apologize for any inconvenience this may have caused.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are adequately managed before my departure and will be available to assist with any urgent matters via [preferred method of communication] during my absence.

Thank you for your understanding. I look forward to your support regarding this matter.

Sincerely,

[Your Name]
[Your Job Title]