

[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],

Subject: Urgent Leave Application

I am writing to formally request urgent leave from [start date] to [end date] due to [brief reason for leave, e.g., a medical emergency, family matter, etc.].

I apologize for the short notice and any inconvenience this may cause. I assure you that I will ensure all my responsibilities are managed in my absence. [Optional: mention any plans for coverage or how you will address urgent tasks].

Thank you for your understanding. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]