

[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 Request

I am writing to formally request urgent leave from work due to [briefly explain the reason, e.g., a medical emergency, family issue, etc.]. I would need to take leave starting from [start date] to [end date].

I understand the importance of my responsibilities and assure you that I will make every effort to ensure a smooth transition during my absence.

[Mention any arrangements you have made or will make for your duties, if applicable.]

Thank you for your understanding. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]
[Your Job Title]
[Department]