

[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 am writing to formally request urgent leave from work due to [brief reason for leave, e.g., a family emergency, personal health issue]. I will need to be away from [start date] to [end date], and I will ensure that all my responsibilities are managed.

I appreciate your understanding and support during this time. Please let me know if there's any documentation or further information needed.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]