

[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 of Absence Request

I am writing to formally request an urgent leave of absence from work due to [briefly explain the reason, e.g., a family emergency, medical issue, etc.]. I would need to start my leave on [start date] and expect to return on [return date].

I understand the importance of my responsibilities and will ensure that my duties are managed in my absence. I can assist in transitioning my work to [a colleague's name or mention handling any critical tasks before leaving].

I apologize for any inconvenience this may cause and appreciate your understanding during this challenging time. Please let me know if you require any additional information or if there's a formal process I need to follow.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]