

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

Dear [Manager's Name],

I am writing to formally request leave from my night shift on [specific dates or duration] due to special circumstances that require my immediate attention.

[Briefly explain the situation and reason for the request, ensuring it is respectful and concise.]

I understand the impact my absence may have on our team's operations and am committed to ensuring a smooth transition during this time. I am happy to assist in any way possible to minimize disruptions, whether that be training a temporary replacement or adjusting my schedule before and after my leave.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]