

[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]

Subject: Leave Application for Unforeseen Circumstances

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence due to unforeseen circumstances that require my immediate attention.

The situation that has arisen is [briefly explain the situation, e.g., a family emergency, sudden illness, etc.]. As a result, I will be unable to attend work from [start date] to [end date]. I anticipate returning to the office on [return date].

I understand the importance of my role and the inconvenience my absence may cause. I assure you that I am committed to ensuring a smooth transition of my responsibilities during my leave. I will [mention any arrangements made, e.g., delegating tasks, providing updates, etc.]. I kindly ask for your understanding and support during this difficult time. If necessary, I am willing to discuss this situation further and provide any documentation you may require.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]