

[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 for the urgent leave, e.g., a family emergency, medical issue, etc.]. I wish to take leave starting from [start date] to [end date].

I apologize for any inconvenience this may cause and assure you that I will do my best to ensure a smooth workflow during my absence. [You may mention any arrangements made to cover your responsibilities if applicable.]

Thank you for considering my request. I hope to discuss this matter at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]