

[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 a leave of absence for [number of days] starting from [start date] to [end date] due to urgent family matters that require my immediate attention.

I understand the importance of my responsibilities, and I assure you that I will do my best to ensure a smooth transition of my work before my departure. I am willing to assist in any way necessary to facilitate coverage during my absence.

Please let me know if you require any further information or if we need to discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]