

[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: Urgent Leave Application

Dear [Manager's Name],

I am writing to formally request urgent leave from [start date] to [end date] due to [brief explanation of the reason, e.g., a family emergency, medical issue, etc.].

I understand the inconvenience this may cause and assure you that I will do my best to ensure a smooth transition of my responsibilities during my absence. I will complete any pending tasks before I leave and am happy to assist in delegating my duties to ensure continuity.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]