

[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 leave due to an urgent situation that requires my immediate attention. I would like to request leave starting from [start date] to [end date].

The reason for my request is [briefly explain the situation, e.g., a family emergency, medical issue, etc.]. I understand the timing is not ideal, and I will do my best to ensure a smooth transition during my absence.

I will ensure that my current tasks are up to date and provide any necessary instructions to my colleagues before I leave. Please let me know if there are any additional steps you would like me to take to facilitate this process.

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

Sincerely,

[Your Name]
[Your Job Title]