

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request urgent leave from work due to [briefly state the reason, e.g., a family emergency, medical issue, etc.].

I would need to be away from [start date] to [end date], during which time I will ensure that all my responsibilities are managed and delegated appropriately. I will make certain to communicate with the team to hand over any urgent tasks and address any immediate concerns.

Thank you for your understanding during this challenging time. I appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]