

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Urgent Leave Request

I am writing to formally request a leave of absence due to [brief reason for leave, e.g., a personal emergency, medical issue]. I kindly ask for leave starting from [start date] to [end date], totaling [number of days] days.

I understand the importance of my responsibilities, and I will ensure that all my duties are managed in my absence. [You may mention any arrangements made regarding your workload or who will cover for you.]

I appreciate your understanding and support during this urgent matter. I will remain available via [email/phone] should you need to reach me for any urgent queries.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Employee ID (if applicable)]