

[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 urgent leave from work due to [brief reason, e.g., a family emergency, medical issue, etc.]. I will need to be absent starting from [start date] and anticipate returning by [return date].

I understand the impact of my absence and will ensure that all my responsibilities are delegated appropriately. I can be reached at [your contact information] should any urgent matters arise during my leave.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]