

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

Dear [Employer's Name],

I am writing to formally request urgent leave starting from [start date] to [end date] due to [brief reason for the leave, e.g., a medical emergency, family issue, etc.]. I apologize for the short notice and any inconvenience this may cause.

I will ensure that my responsibilities are covered during my absence and am willing to assist in transitioning my workload. I can be reached at [your phone number] or [your email] if there are any urgent matters that require my attention.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]