

[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 hope this message finds you well. I am writing to formally request immediate leave due to [brief explanation of the reason, e.g., a personal emergency, medical issue, etc.]. I understand the timing may be inconvenient, and I apologize for any disruption this may cause.

I would like to request leave starting from [start date] to [end date, if known]. I assure you that I will do my best to ensure a smooth transition by [mention any arrangements you've made, e.g., delegating tasks, completing urgent work, etc.].

Thank you for considering my request. I appreciate your understanding and support during this time. I am looking forward to your prompt approval.

Sincerely,

[Your Name]
[Your Position]
[Your Department]