

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

Dear [Manager's Name],

I am writing to formally request a short notice leave of absence due to [brief reason, e.g., a personal emergency, illness, etc.]. I regret the urgency of this request and apologize for any inconvenience it may cause. I would like to request leave from [start date] to [end date]. I will ensure that all my responsibilities are managed and will hand over any urgent tasks to [colleague's name] during my absence.

Thank you for your understanding. I appreciate your support in this matter.

Sincerely,

[Your Name]  
[Your Job Title]