

Subject: Urgent Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request urgent leave from [start date] to [end date] due to [brief reason, e.g., personal reasons, medical emergency, family emergency].

I understand the timing may be challenging, and I assure you that I will do my best to ensure a smooth transition of my responsibilities during my absence. I have briefed [Colleague's Name] on my current projects and tasks, and they have kindly agreed to assist in my absence.

I appreciate your understanding and support on this matter. Please let me know if you need any further information.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]