

[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 due to health issues. I have been experiencing [briefly describe health issue, e.g., severe illness, medical condition], and my doctor has advised me to take time off to recover properly.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed and delegated appropriately during my absence. I am committed to keeping the team informed and will be available to assist remotely if needed.

Thank you for your understanding. I appreciate your support during this time and look forward to returning to work as soon as possible.

Sincerely,

[Your Name]  
[Your Job Title]