

[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 from work due to personal reasons. I hope to take leave starting [start date] and anticipate returning on [end date].

I understand the timing may be inconvenient, and I will do my best to ensure a smooth transition before my departure. Please let me know if there is anything specific you need me to handle before I leave.

Thank you for your understanding in this matter. I look forward to your approval of my leave request.

Sincerely,

[Your Name]  
[Your Job Title]