

[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],

Subject: Urgent Leave Request

I hope this message finds you well. I am writing to formally request urgent leave from work due to [briefly explain reason, e.g., a personal emergency, medical issue, etc.]. I would need to take leave starting from [start date] and expect to return by [return date].

I assure you that I will do my best to ensure that my responsibilities are covered during my absence. [Optional: Mention any arrangements you've made for your workload].

Thank you for your understanding in this matter. I appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]