

[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 [brief explanation of the reason, e.g., a family emergency, personal health issues, etc.]. I would need to be away from [start date] to [end date].

I understand the impact my absence may have on the team and assure you that I will do my best to ensure a smooth transition of my responsibilities. I will [mention any plans to assist in handover or how you will manage your workload during this time].

Thank you for considering my request. I appreciate your understanding and support during this difficult time.

Sincerely,
[Your Name]