

[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 hope this message finds you well. I am writing to formally request urgent leave from work due to an unexpected event that requires my immediate attention.

I am requesting leave starting from [Start Date] to [End Date]. I apologize for any inconvenience this may cause and will ensure that my responsibilities are covered during my absence. I am happy to assist in transitioning my work to a colleague if necessary.

Please let me know if you need any further information. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]