

[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 an urgent leave of absence due to [brief explanation of the reason, e.g., a personal emergency, medical issue, etc.]. I will need to be away from work starting [start date] and anticipate returning on [return date].

I understand the impact my absence may have on the team and am committed to ensuring a smooth transition. I will complete any outstanding tasks and provide necessary instructions for my responsibilities during my leave.

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

Sincerely,

[Your Name]
[Your Job Title]