

**\*\*Subject:\*\* Urgent Medical Leave Request**

**\*\*Dear [Supervisor's Name],\*\***

I hope this message finds you well. I am writing to formally request urgent medical leave starting from [start date] to [end date].

Unfortunately, I have encountered a health issue that requires immediate attention and I will be unable to perform my work duties during this time.

I apologize for any inconvenience this may cause and assure you that I will ensure a smooth transition of my responsibilities before my leave. I will keep you updated on my situation and hope to return to work as soon as possible.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]