

[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]

Subject: Urgent Leave Application

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, medical issue, etc.]. I would like to request leave starting from [start date] to [end date] and will ensure that all my responsibilities are managed before my departure.

I apologize for the short notice and any inconvenience this may cause. I am willing to assist in any transition necessary to cover my duties during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]