

[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 from work due to [briefly explain the reason, e.g., personal health issues, family emergency]. I hope to start my leave on [start date] and anticipate returning on [return date].

I understand the importance of my role and will ensure that all my responsibilities are managed during my absence. I am happy to assist in the transition and provide any necessary information to my team members. Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,
[Your Name]