

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to urgent personal work that requires my immediate attention. I kindly request leave starting from [start date] to [end date].

I will ensure that my responsibilities are managed during my absence and will communicate with my team for any urgent matters. I appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]