

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an unexpected leave of absence due to [brief reason, e.g., a personal emergency, illness, etc.]. I apologize for the short notice and any inconvenience this may cause.

I would need to take leave starting from [start date] to [end date]. I assure you that I will make every effort to ensure a smooth transition during my absence and will be available to address any urgent matters via email.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]