

Subject: Urgent Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request urgent leave from [start date] to [end date] due to [brief explanation of the reason, e.g., a family emergency, personal health issues, etc.].

I understand the importance of my responsibilities and will ensure that all my ongoing tasks are up to date before my absence. I am happy to assist in the transition of my duties to ensure a smooth workflow during this period.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]