

Last-Minute Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence due to a home emergency that requires my immediate attention. Unfortunately, this situation arose unexpectedly, and I am unable to delay my response.

I kindly ask for your understanding in this matter and would appreciate your approval for my leave starting from [start date] to [end date]. I will ensure that all my current responsibilities are managed prior to my departure and will be available via email for any urgent matters.

Thank you for your consideration, and I apologize for any inconvenience this may cause.

Sincerely,
[Your Name]
[Your Job Title]