

Leave Request for Unforeseen Travel Issues

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Unforeseen Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence due to unforeseen travel issues that have arisen unexpectedly. I had planned to be available for work; however, due to circumstances beyond my control, I am unable to fulfill my obligations during this time.

I kindly request leave starting from [start date] to [end date]. I assure you that I will do my best to manage my responsibilities and ensure a smooth transition during my absence. I will keep my team informed and am willing to assist in handing over my current projects to ensure continuity.

Please let me know if you need any further information or if we can discuss this matter at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]