

To,

The Manager,  
[Company Name]  
[Company Address]

Date: [Insert Date]

Subject: Application for Leave of Absence for Urgent Surgery

Dear [Manager's Name],

I am writing to formally request a leave of absence due to an urgent surgery that I need to undergo on [insert date]. After consulting with my doctor, it has been advised that the surgery is necessary for my health.

I kindly request a leave starting from [start date] to [end date], during which I will be undergoing the procedure and recovering. I aim to return to work on [return date].

I have ensured that all my responsibilities are up to date and have delegated urgent tasks to [colleague's name] during my absence. I will ensure to check my email periodically in case of any emergencies.

Thank you for considering my application. I would greatly appreciate your understanding and support in this matter. Please let me know if you require any further information or documentation.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Contact Information]