

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Urgent Holiday Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an urgent holiday leave starting from [Start Date] to [End Date] due to [brief explanation of the reason, e.g., a family emergency, a personal obligation].

I understand the importance of my responsibilities and assure you that I will do my best to ensure a smooth transition before my leave. [You can add details on how you plan to manage your workload, if necessary.]

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information.

Thank you for considering my request.

Sincerely,

[Your Name]