

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request compassionate leave due to unforeseen circumstances that require my immediate attention.

Unfortunately, [brief explanation of the situation, e.g., "I have encountered a family emergency that necessitates my presence."] I understand the importance of my responsibilities and will ensure that all my tasks are managed in my absence.

I would appreciate your understanding and support in granting me this leave from [start date] to [end date]. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]