

# Leave Application for Urgent Travel

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request an immediate leave of absence due to urgent travel requirements that have arisen unexpectedly. I need to travel to [Destination] for [brief reason for travel, e.g., a family emergency or personal matter].

I kindly request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are handled and will be available via email or phone for any urgent matters during my absence.

Thank you for your understanding. I look forward to your prompt approval of my leave request.

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