

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a sudden leave of absence from work due to urgent legal obligations that require my immediate attention. I apologize for the short notice and any inconvenience this may cause to you and the team.

My expected leave will begin on [Start Date] and I anticipate returning on [Return Date]. I will ensure that all my responsibilities are delegated and that my work is up to date before I leave, and I am willing to assist in any transition that may be needed during my absence.

Thank you for your understanding regarding this matter. I appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]