

# Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Urgent Leave Application for Childcare Needs

Dear [Manager's Name],

I am writing to formally request urgent leave from [Start Date] to [End Date] due to unforeseen childcare needs that require my immediate attention. My [Child's Age/Relation] is facing [brief explanation of the issue], and I must be present to provide the necessary care.

I assure you that I will do my best to minimize any disruption to my work. I will ensure that my responsibilities are managed in my absence and will be available via email/phone if any urgent matters arise.

Thank you for your understanding and support in this matter. I look forward to your approval of my leave request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]