

Urgent Leave Request

To: [Manager's Name]

Date: [Current Date]

Dear [Manager's Name],

I am writing to formally request an urgent leave of absence due to unexpected circumstances that require my immediate attention. I apologize for the short notice, but I just learned of this situation and need to address it promptly.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are handed over to [Colleague's Name] and will provide any necessary documentation to facilitate a smooth transition during my absence.

Please let me know if you need any further information or if we can discuss this matter at your earliest convenience. Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]