

Date: [Insert Date]

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

Subject: Application for Immediate Leave

Dear [Manager's Name],

I am writing to formally request an immediate leave of absence due to unforeseen circumstances that require my urgent attention. I apologize for the short notice, but due to [brief explanation of the circumstances, e.g., a family emergency], I am unable to fulfill my duties at work for the time being.

I kindly request leave starting from [Start Date] to [End Date], and I will ensure to delegate my responsibilities effectively and keep my team informed about the progress of ongoing projects. I will do my best to minimize any disruption to our work during my absence.

Thank you for your understanding in this matter. I hope to hear from you soon regarding my request.

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