

[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]

Subject: Urgent Leave Request

Dear [Manager's Name],

I am writing to formally request urgent leave due to a personal emergency that requires my immediate attention. I hope to be away from [start date] to [end date].

I understand the inconvenience my absence may cause and appreciate your understanding during this difficult time. I will ensure to delegate my responsibilities and remain reachable for any urgent matters.

Thank you for considering my request. I look forward to your understanding and approval.

Sincerely,

[Your Name]

[Your Job Title]