

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend work due to a sudden personal matter that requires my immediate attention. I apologize for the short notice and any inconvenience this may cause.

I plan to take leave starting from [Start Date] and anticipate returning on [Return Date]. During my absence, I will ensure that all urgent matters are handled by [Colleague's Name] who has kindly agreed to assist in my stead.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]