

Last-Minute Travel Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Urgent Travel Approval Request

Dear [Manager's Name],

I am writing to request your urgent approval for travel due to a family emergency. Unfortunately, I received news that [briefly explain the situation, e.g., "my father has been hospitalized and I need to be with him during this critical time"].

The travel is scheduled for [insert travel dates] and I plan to return on [insert return date]. I assure you that I will do my best to manage my responsibilities and ensure a smooth workflow in my absence. I have also briefed [Colleague's Name] to cover any urgent matters while I am away.

I appreciate your understanding and support during this difficult time. Please let me know if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]