

Subject: Request for Urgent Leave of Absence

[Your Name]

[Your Position]

[Department]

[University/College Name]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an urgent leave of absence from my duties as [Your Position] in the [Department] due to [briefly state the reason, e.g., a medical emergency, a family issue, etc.].

The leave would be from [start date] to [end date]. During this time, I will ensure that my responsibilities are covered and will coordinate with [Colleague's Name or Title] to manage any immediate matters that may arise in my absence.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if you require any further information or documentation regarding my leave request.

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

Warm regards,

[Your Name]

[Your Contact Information]