

I assure you that I will make every effort to minimize any inconvenience caused by my early leave and complete any pending tasks before my departure. If necessary, I am willing to delegate my responsibilities to a colleague or provide assistance in training a temporary replacement during my absence.

I highly value my role within [Company/Organization Name], and I will ensure that my work is completed efficiently upon my return. If granted permission, I plan to resume my duties promptly on

[Date].

Please find attached any necessary documentation or information that supports my request for early

leave. If you require any additional details, I am more than willing to provide them promptly.

I am grateful for your understanding and consideration of my request. Your approval of this early

leave would be of great help to me in resolving the urgent matter I am facing.

Thank you for your attention to this matter. I look forward to receiving your favorable response at

your earliest convenience.

Sincerely,

[Your Name] (printed)

[Your Signature] (if submitting a physical letter)