Urgent Festival Leave Request

Subject: URGENT: Last-minute leave request for family festival emergency

Dear [Manager Name],

I sincerely apologize for the short notice, but I need to request immediate leave starting [Date] due to an urgent family situation related to [Festival Name] celebrations.

My elderly grandmother, who is the family matriarch and central to our festival traditions, has become ill, and this may be her last opportunity to lead our family's [Festival Name] ceremonies. The entire extended family is gathering, and my presence is crucial for both emotional support and traditional obligations.

I understand this creates challenges for the team, and I take full responsibility for the inconvenience. I am immediately:

- Briefing [Colleague Name] on all urgent matters
- Forwarding important emails and contacts
- Ensuring all client communications are redirected appropriately
- Making myself available via phone for genuine emergencies

I expect to return on [Date] and will work extra hours if needed to catch up on missed work. I'm willing to take this as unpaid leave if necessary.

I deeply appreciate your understanding during this family emergency and festival obligation.

Urgently yours,

[Your Name]

[Phone Number]

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