

Urgent holiday request message

Subject: Urgent Holiday Leave Request

Dear [Manager's Name],

I am requesting leave on short notice due to unforeseen personal circumstances. I would like to be away from work starting [Start Date] until [End Date].

I understand the urgency of this request and will do my best to complete essential tasks before leaving. I kindly ask for your understanding and prompt consideration.

Thank you for your support.

Regards,

[Your Name]

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