

Immediate request to cancel leave due to urgent work requirements

Subject: Urgent Leave Cancellation Request

Dear [Manager's Name],

I am requesting immediate cancellation of my leave previously approved from [Start Date] to [End Date]. Due to urgent project requirements, my presence at work is necessary.

I apologize for the short notice and appreciate your prompt action in updating my leave records.

Thank you for your cooperation.

Sincerely,

[Your Name]

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