Quick informal leave request

Subject: Urgent Leave Request - Family Wedding

Hi [Manager's Name],

I hope this email finds you well. I need to request immediate leave due to my cousin's sudden wedding announcement. The ceremony is happening this [Day] in [City], and I need to leave tomorrow.

I know this is very short notice, but the wedding was arranged quickly due to family circumstances. I'll need [Number] days off starting [Date].

I've already spoken with [Colleague's Name] who has agreed to cover my immediate responsibilities. All urgent tasks are completed, and I'll check emails periodically.

I really appreciate your understanding in this family emergency situation. I'll be back on [Date] and will catch up on anything I missed.

Thanks so much,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/leave-letter-for-cousin-marriage