

Urgent Leave Request Letter

Subject: Urgent Leave Request

Dear [Professor/Instructor Name],

I need to urgently attend to a family matter and request leave from [Start Date] to [End Date]. I

apologize for the short notice and will complete any assignments missed during my absence.

Thank you for your support.

Sincerely,

[Your Name]

[Course/Year]

[College Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/leave-letter-sample-for-college>