

Urgent family-related vacation request

Subject: Urgent Vacation Leave Request - Family Emergency

Dear [Manager's Name],

I am writing to request immediate vacation leave due to an unexpected family emergency. I need to travel to [location] to [brief explanation - care for ill family member/attend to urgent family matter] from [start date] to approximately [end date].

I understand this is short notice, and I apologize for any inconvenience this may cause. I am committed to ensuring minimal disruption to our operations. I have already contacted [colleague's name] who has agreed to cover my essential responsibilities, and I will remain available via phone and email for any critical matters.

I will provide regular updates on my expected return date and will make every effort to return as soon as the situation is resolved.

I greatly appreciate your understanding during this difficult time.

Sincerely,

[Your Name]

[Department]

[Phone Number]

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