

June 22, 2024

Mr. John Doe
Human Resources Manager
ABC Corporation
123 Business St.
City, State ZIP

Subject: Urgent Vacation Leave Request

Dear Mr. Doe,

I am writing to formally request an urgent vacation leave from June 24, 2024 to June 28, 2024 due to an unexpected family emergency that requires my immediate attention. I apologize for the short notice and any inconvenience this may cause.

I have coordinated with my team to ensure all urgent tasks are managed during my absence. I will remain available via email for any critical concerns, and I will ensure to complete any pending work at the soonest possible time upon my return.

I would greatly appreciate your understanding and approval of my leave request.

Sincerely,
Jane Smith
Marketing Associate